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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
January 9, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SPECIAL ORDER OF BUSINESS - 5:00 P.M.

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

01-04-12A08:21 RCVD

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 9, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Mary Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 5, 2011

December 19, 2011: Postpone to the meeting of January 9, 2012.

Recommendation: Adopt.

Regular Meeting of December 19, 2011

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT**EXECUTIVE OFFICER'S REPORT****(6) Update on Fiscal Years 2012-13 and 2013-14 Mayor's Budget Instructions and Department Budget Preparation Schedule. (File No. 0332-11-1) – Action Item**

December 19, 2011: Directed Commission staff to prepare Fiscal Years 2012-13 and 2013-14 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission Meeting of January 9, 2012; incorporate changes by the Commission up to the budget request submission deadline; and approve to submit the Fiscal Years 2012-13 and 2013-14 Budget Request to the Controller and the Office of the Mayor by February 21, 2012.

Recommendation: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Years 2012-14 Budget Request, incorporate changes, approve to submit the Fiscal Years 2012-14 Budget Request to the Controller and the Mayor by February 21, 2012.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0346-11-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-11/12	Airport Commission	\$100,000	To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system, which standard maintenance includes annual above and annual below water inspections, hardware repair and replacement, installation, and/or reconnection of new or recovered buoys.	Regular	12/31/16
4070-11/12	Airport Commission	\$68,000,000	This request is for design-build services, separate from the design and integration services approved under PSC#4099-09/10 on June 6, 2011. The Airport's design consultant, approved under PSC #4099-09/10, will prepare bridging documents for the build request for proposal. The select design-build contractor under this request will prepare the final design, as the Engineer of Record for the following tasks: (1) International Terminal and Terminal 3 Boarding Area F - Checked Baggage Inspection System (CBIS) Modernization Program; (2) International Terminal - Baggage Handling System Improvements; (3) Terminal 3 Boarding Area E and F BHS Transfer Lines.	Regular	01/03/15

Civil Service Commission Meeting Agenda

Regular Meeting of January 9, 2012

4071-11/12	Arts Commission	\$132,000	Artist will provide design development and construction documents and fabricate artwork designed for Municipal Railway Maintenance Facility at Islais Creek.	Regular	11/30/14
4072-11/12	Emergency Management	\$800,000	The contractor will assist Bay Area counties and cities with an evaluation and gap analysis of the UASI Region's Public Information and Warning capabilities and systems with an emphasis on access and functional needs populations. The Contractor will deliver a five year strategic plan (including a sustainability component) of messaging, response and performance standards as well as policies and protocols for appropriate general and specific messaging to effectively communicate with first responders/providers and the public.	Regular	03/31/13
4073-11/12	Municipal Transportation Agency	\$900,000	The contractor will remove asbestos from the electrical controllers taken from fifteen (15) Milan Street Cars and then rebuild them.	Regular	11/30/16
4074-11/12	Port Commission	\$375,000	The Contractor shall provide all services, labor, materials, and equipment necessary to provide hazardous waste packaging, removal, transportation and disposal-related tasks. Critical is the ability for the contractor to provide service with little notice, e.g. 24 hours, 72 hours, etc.	Regular	12/31/14
4075-11/12	Public Utilities Commission	\$1,500,000	CleanPower SF will soon enroll residential energy customers throughout the City. The Consultants will design and implement an outreach program that will rely on neighborhood literature dissemination at residents' homes, television advertising, online advertising, and more to educate customers and support customer retention.	Regular	08/01/16
3052-09/10	Controller	Increase Amount \$75,525 New Amount \$123,000	The City seeks Hostbridge software development and training services to (1) integrate the city's financial accounting and management information system (FAMIS) managed by the Controller's Office with SFPUC's web-based MAXIMO purchase order web . service and SFPUC's web-based online invoice processing system (SOLIS), as a pilot project, as well as (2) develop and train additional City department staff on other potential interfaces between FAMIS and City department systems to integrate and reconcile data.	Modification	01/11/16
4098-08/09	Municipal Transportation Agency	Increase Amount \$181,280 New Amount \$280,280	Contractor will provide additional technical design assistance, project coordination and integration with BART, +C3 (Central Control & Communications) and New Central Subway Projects. In addition to the procurement services and project oversight services that the Contractor is providing to the SF Municipal Transportation Agency (SFMTA), they will modify the Closed Circuit Television (CCTV) systems design documents (drawings and specifications) to include artificial intelligence-based video analytics (VA) capabilities (hardware and software) using technology that was previously not available.	Modification	06/30/13
4037-08/09	Police	Increase Amount \$100,000 New Amount \$264,000	Recycling and shredding of Confidential Documents.	Modification	01/31/14
4072-06/07	Public Utilities Commission	Increase Amount \$850,000 New Amount \$1,850,000	Legislative representation and advocacy before the California State Legislature and State Administration in areas of water, wastewater, energy and natural resources.	Modification	03/13/17
4073-06/07	Public Utilities Commission	Increase Amount \$1,362,000 New Amount \$2,612,000	Legislative representation and advocacy before Congress and federal regulatory agencies in areas of water, wastewater, energy and natural resources.	Modification	03/13/17

Civil Service Commission Meeting Agenda

Regular Meeting of January 9, 2012

4162-08/09	Public Utilities Commission	Increase Amount \$9,000,000 New Amount \$18,000,000	Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The SFPUC is requesting a modification of the existing PSC for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.	Modification	01/01/17
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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Review of request for approval of proposed personal services contracts. (File No. 0347-11-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-11/12	Public Utilities Commission	\$390,000	Update, configure and implement the existing SFPUC headquarters telephone and move it to the new headquarters at 525 Golden Gate while maintaining a phone system at both locations during the multi-month move. Also, this request covers improvements in the phone system after the implementation of the telephone system.	Regular	03/01/13

Recommendation: Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration.

(9) Appeal by Peter Arnautoff, Ketty S. Fedigan, Theresa Fogarty, Paul Orlando, and Raymond Poydessus of the Minimum Qualifications for the H-22 Lieutenant, Fire Prevention and H-24 Lieutenant, Fire Investigation Promotional Examinations. (File No. 0348-11-4) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Peter Arnautoff, Ketty S. Fedigan, Theresa Fogarty, Paul Orlando, and Raymond Poydessus.

- (10) Preliminary Work Plan: Salary Setting for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (File No. 0345-11-2) – Action Item

Recommendation: Accept the report.

- (11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

- (12) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
January 9, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:01 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Jung	Present

President E. Dennis Normandy presided.

President E. Dennis Normandy welcomed Scott R. Heldfond to the Commission as a new Commissioner.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Sonya Knudsen asked if the posted reasons on the Agenda and Minutes of the December 19, 2011 meeting could be amended for the various continuances on her appeal. She was instructed by President Normandy to submit her amendments to the Executive Officer for review.

Cherie Joiner spoke about the amendment to the 2586 Health Worker II announcement to include special conditions. She stated that all appointments be frozen until an investigation can be completed.

Brenda Barrios, Shop Steward at San Francisco General Hospital, who spoke on behalf of Cherie Joiner, stated there has been a problem with the testing. She alleges there is nepotism and the Health Worker positions are one of those catch-all positions that everyone is bumped into. There are others who are also affected by this.

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Douglas Yep commended the Commission for placing the "Request to Speak" item at the beginning of the Agenda and speaking out against corruption and promoting transparency. He stated that the Civil Service Commission has been promoting anti-corruption for a long time no matter where it comes from.

APPROVAL OF MINUTES

Regular Meeting of December 5, 2011

December 19, 2011: Continued to the meeting of January 9, 2012.

Action: Adopted. (Vote of 4 to 0)

Regular Meeting of December 19, 2011

Action: Continued to the meeting of February 6, 2012. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT

0332-11-1 Update on Fiscal Years 2012-13 and 2013-14 Mayor's Budget Instructions and Department Budget Preparation Schedule. (Item No. 6)

December 19, 2011: Directed Commission staff to prepare Fiscal Years 2012-13 and 2013-14 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission Meeting of January 9, 2012; incorporate changes by the Commission up to the budget request submission deadline; and approve to submit the Fiscal Years 2012-13 and 2013-14 Budget Request to the Controller and the Office of the Mayor by February 21, 2012.

Speakers: Sandra Eng, Civil Service Commission

Action: Directed Commission staff to continue to negotiate amounts, finalize the Fiscal Years 2012-14 Budget Request, incorporate changes, approve to submit the Fiscal Years 2012-14 Budget Request to the Controller and the Mayor by February 21, 2012. (Vote of 4 to 0)

**0346-11-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-11/12	Airport Commission	\$100,000	To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system, which standard maintenance includes annual above and annual below water inspections, hardware repair and replacement, installation, and/or reconnection of new or recovered buoys.	Regular	12/31/16
4070-11/12	Airport Commission	\$68,000,000	This request is for design-build services, separate from the design and integration services approved under PSC#4099-09/10 on June 6, 2011. The Airport's design consultant, approved under PSC #4099-09/10, will prepare bridging documents for the build request for proposal. The select design-build contractor under this request will prepare the final design, as the Engineer of Record for the following tasks: (1) International Terminal and Terminal 3 Boarding Area F - Checked Baggage Inspection System (CBIS) Modernization Program; (2) International Terminal - Baggage Handling System Improvements; (3) Terminal 3 Boarding Area E and F BHS Transfer Lines.	Regular	01/03/15
4071-11/12	Arts Commission	\$132,000	Artist will provide design development and construction documents and fabricate artwork designed for Municipal Railway Maintenance Facility at Islais Creek.	Regular	11/30/14
4072-11/12	Emergency Management	\$800,000	The contractor will assist Bay Area counties and cities with an evaluation and gap analysis of the UASI Region's Public Information and Warning capabilities and systems with an emphasis on access and functional needs populations. The Contractor will deliver a five year strategic plan (including a sustainability component) of messaging, response and performance standards as well as policies and protocols for appropriate general and specific messaging to effectively communicate with first responders/providers and the public.	Regular	03/31/13
4073-11/12	Municipal Transportation Agency	\$900,000	The contractor will remove asbestos from the electrical controllers taken from fifteen (15) Milan Street Cars and then rebuild them.	Regular	11/30/16
4074-11/12	Port Commission	\$375,000	The Contractor shall provide all services, labor, materials, and equipment necessary to provide hazardous waste packaging, removal, transportation and disposal-related tasks. Critical is the ability for the contractor to provide service with little notice, e.g. 24 hours, 72 hours, etc.	Regular	12/31/14
4075-11/12 <i>Continued to 2/6/12</i>	Public Utilities Commission	\$1,500,000	CleanPower SF will soon enroll residential energy customers throughout the City. The Consultants will design and implement an outreach program that will rely on neighborhood literature dissemination at residents' homes, television advertising, online advertising, and more to educate customers and support customer retention.	Regular	08/01/16

Civil Service Commission Meeting Minutes

Regular Meeting of January 9, 2012

3052-09/10	Controller	Increase Amount \$75,525 New Amount \$123,000	The City seeks Hostbridge software development and training services to (1) integrate the city's financial accounting and management information system (FAMIS) managed by the Controller's Office with SFPUC's web-based MAXIMO purchase order web service and SFPUC's web-based online invoice processing system (SOLIS), as a pilot project, as well as (2) develop and train additional City department staff on other potential interfaces between FAMIS and City department systems to integrate and reconcile data.	Modification	01/11/16
4098-08/09	Municipal Transportation Agency	Increase Amount \$181,280 New Amount \$280,280	Contractor will provide additional technical design assistance, project coordination and integration with BART, +C3 (Central Control & Communications) and New Central Subway Projects. In addition to the procurement services and project oversight services that the Contractor is providing to the SF Municipal Transportation Agency (SFMTA), they will modify the Closed Circuit Television (CCTV) systems design documents (drawings and specifications) to include artificial intelligence-based video analytics (VA) capabilities (hardware and software) using technology that was previously not available.	Modification	06/30/13
4037-08/09	Police	Increase Amount \$100,000 New Amount \$264,000	Recycling and shredding of Confidential Documents.	Modification	01/31/14
4072-06/07	Public Utilities Commission	Increase Amount \$850,000 New Amount \$1,850,000	Legislative representation and advocacy before the California State Legislature and State Administration in areas of water, wastewater, energy and natural resources.	Modification	03/13/17
4073-06/07	Public Utilities Commission	Increase Amount \$1,362,000 New Amount \$2,612,000	Legislative representation and advocacy before Congress and federal regulatory agencies in areas of water, wastewater, energy and natural resources.	Modification	03/13/17
4162-08/09	Public Utilities Commission	Increase Amount \$9,000,000 New Amount \$18,000,000	Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The SFPUC is requesting a modification of the existing PSC for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.	Modification	01/01/17

Speakers:

Cynthia Avakian and Liam O'Byrne, Airport Commission spoke on PSC #4069-11/12.

Cynthia Avakian and Tom Rodrigues, Airport Commission spoke on PSC #4070-11/12.

Mikyung Kim and Tristan Levardo, Emergency Management spoke on PSC #4072-11/12.

Karl Johnson, Municipal Transportation Agency spoke on PSC #4073-11/12.

Ha Nguyen and Cynthia Hamada, Municipal Transportation Agency spoke on PSC #4098-08/09.

Mike Connolly, San Francisco Police Department spoke on PSC #4037-08/09.

0346-11-8 (continued)

- Action:**
- (1) Continued PSC #4075-11/12 to the meeting of February 6, 2012 at the request of the Public Utilities Commission. (Vote of 3 to 1; Commissioner Jung recused from any discussion or voting on this item. (Vote of 4 to 0)
 - (2) Adopted the report; Approved request for PSC #4037-08/09 on the condition that a revised submission of the PSC Summary be sent to the Executive Officer and the Human Resources Director indicating that the approval of this contract is necessary because the City does not have the appropriate equipment for shredding to maintain the security of confidential and sensitive documents. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - (3) Adopted the report; Approved request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

Note: President Normandy made note of the fact that the Commission is extremely fortunate to have the likes of Vice President Favetti because the thrust of her questions very aptly indicates the need for further streamlining the processes that we have visa vie the personal service contracts. A word to the wise should suffice where those departments will continue to present us requests for approval of PSC's as well as directions to the Executive Officer that the questions that are raised should have answers that are becoming standard within the request for PSC's and whatever can be done in that regard will be most appreciated. This is with the concurrence of fellow Commissioners.

0347-11-8 Review of request for approval of proposed personal services contract – Omit Posting. (Item No: 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-11/12	Public Utilities Commission	\$390,000	Update, configure and implement the existing SFPUC headquarters telephone and move it to the new headquarters at 525 Golden Gate while maintaining a phone system at both locations during the multi-month move. Also, this request covers improvements in the phone system after the implementation of the telephone system.	Regular	03/01/13

Speakers: Prentiss Jackson and Ken Salmon, Public Utilities Commission

Action: Adopted the report; Approved request for proposed personal services contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

- 0348-11-4 **Appeal by Peter Arnautoff, Ketty S. Fedigan, Theresa Fogarty, Paul Orlando, and Raymond Poydessus of the Minimum Qualifications for the H-22 Lieutenant, Fire Prevention and H-24 Lieutenant, Fire Investigation Promotional Examinations. (File No. 9)**

Speakers: Niger Edwards, Department of Human Resources
Joe Cuff, San Francisco Fire Department Retired
Tom O'Connor, Fire Fighters Local 798
Peter Arnautoff, Appellant
Dave Johnson, Department of Human Resources
Jesusa Bushong, San Francisco Fire Department
Thomas Harvey, San Francisco Fire Department

Action: Granted the appeal by Peter Arnautoff, Ketty S. Fedigan, Theresa Fogarty, Paul Orlando, and Raymond Poydessus due to the circumstance of a 19 year delay in testing; that the appellants be allowed to participate in the examination process under waiver until they meet the provisions as stated in Civil Service Commission Rule 311.2.1. (Vote of 4 to 0)

- 0345-11-2 **Preliminary Work Plan: Salary Setting for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (Item No. 10)**

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

Vice President Favetti requested a timeline on when her requests at the meeting of November 21, 2011 for reports from the Municipal Transportation Agency and the Department of Human Resources would be available and calendared.

ADJOURNMENT (Item No. 12)

3:33 p.m.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
February 6, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 6, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 19, 2011

January 9, 2012: Continued to the meeting of February 6, 2012.

Recommendation: Adopt.

Regular Meeting of January 9, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

- (6) **Fiscal Years 2012-13 and 2013-14 Civil Service Commission Budget Request.**
(File No. 0332-11-1) – Action Item

December 19, 2011: Directed Commission staff to prepare Fiscal Years 2012-13 and 2013-14 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission Meeting of January 9, 2012; incorporate changes by the Commission up to the budget request submission deadline; and approve to submit the Fiscal Years 2012-13 and 2013-14 Budget Request to the Controller and the Office of the Mayor by February 21, 2012.

January 9, 2012: Directed Commission staff to continue to negotiate amounts, finalize the Fiscal Years 2012-14 Budget Request, incorporate changes, and approve to submit the Fiscal Years 2012-14 Budget Request to the Controller and the Mayor by February 21, 2012.

Recommendation: Approve Fiscal Years 2012-13 and 2013-14 Budget Request and submit to the Mayor and Controller by February 21, 2012.

- (7) **Status Report on Fiscal Year 2011-12 Service and Performance Goals of the Civil Service Commission as of December 31, 2011. (File No. 0020-12-1) – Action Item**

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Review of request for approval of proposed personal services contracts.
(File No. 0346-11-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4075-11/12	Public Utilities Commission	\$1,500,000	CleanPower SF will soon enroll residential energy customers throughout the City. The Consultants will design and implement an outreach program that will rely on neighborhood literature dissemination at residents' homes, television advertising, online advertising, and more to educate customers and support customer retention.	Regular	08/01/16

January 9, 2012: Continued PSC #4075-11/12 to the meeting of February 6, 2012 at the request of the Public Utilities Commission. (Vote of 3 to 1; Commissioner Jung recused from any discussion or voting on this item. (Vote of 4 to 0)

Recommendation: Adopt the report; Approve request for PSC #4075-11/12. Notify the Office of the Controller and the Office of Contract Administration.

**(9) Review of request for approval of proposed personal services contracts.
(File No. 0018-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-11/12	Adult Probation	\$6,142,957	This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and group services will be provided from dawn until dusk. These services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have a serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.	Regular	02/06/17

Civil Service Commission Meeting Agenda

Regular Meeting of February 6, 2012

4078-11/12	Airport Commission	\$1,450,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and construction and assist in the selection of a Design-Build Consultant for the West Field Cargo Development Project. The CM team will manage the design and construction of a new cargo building to replace an existing outdated cargo facility in the airport cargo area known as the West Field.	Regular	02/05/14
4079-11/12	Building Inspection	\$1,750,000	To provide preparation, indexing, scanning and electronic imaging services required to convert all paper-based building plans/drawings into digital images for electronic retrieval through PaperVision document management system. Drawings vary in sizes from 11"X17", 16"X24", 24"X36", 36"X42", and 36"X48".	Regular	06/30/17
4080-11/12	Building Inspection	\$5,000,000	To convert all 16mm and 35mm rolls of microfilm, and 25 boxes of old paper records dating back to 1906, containing building records into digital images for electronic retrieval through PaperVision document management system. The Department currently has 1,200 rolls of 16mm microfilm containing job cards, certificates of final completion, permits and miscellaneous documents, many of which date back mid 1930s. It is estimated that there are 2,500 frames per roll for a total of 3,000,000 frames with each roll likely to have 800 records to index for a total of 960,000 records. Further the Department has 3,500 rolls of 35mm microfilm with plans dating back to 1940s. Each roll has approximately 500 frames per roll for a total of 1,750,000 frames and each roll will have approximately 50 records to index for a total of 175,000 records. Indexing, including researching missing information and quality control, of the converted records will be done by in-house staff.	Regular	06/30/17
4081-11/12	Controller	\$2,000,000	Provide underwriter, investment banking, and credit enhancement services to the City in connection with the issuance, marketing and distribution of its fixed-rate debt obligations, variable-rate debt obligations, and commercial paper.	Regular	12/31/17
4082-11/12	Emergency Management	\$200,000	The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, grants administration, or other issues that may arise.	Regular	02/29/16
4083-11/12	Emergency Management	\$879,536	The contractor will assist Bay Area counties and cities in the development of a Regional Logistics Plan with an emphasis on the coordination of logistic operations and priorities for distribution of scarce resources between local, state and federal levels in a catastrophic event. The Regional Logistics Plan will be used to develop county and core city plan templates as well as applicable annexes to Regional Emergency Coordination Plan (RECP), to encompass all phases of logistic planning.	Regular	07/30/13
4084-11/12	Human Resources	\$260,000	The consultant will oversee the development and administration of promotional exams for the Fire Department ranks of H-20 Lieutenant and H-40 Battalion Chief, and defend those selection processes against legal challenge as necessary.	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of February 6, 2012

4085-11/12	Juvenile Probation	\$95,000	The Ombudsperson is responsible for resolving grievances submitted by detained youth at JPD detention facilities. Contractor will serve as a neutral and independent agent who is a liaison between detainees, their parents/ guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance.	Regular	03/31/14
4086-11/12	Mayor	\$400,000	The contractor will assist the Mayor's Office of Public Policy and Finance staff in making decisions in a variety of layout, content, design, and production issues related to the annual Mayor's Proposed Budget Book.	Regular	06/30/16
4087-11/12	Municipal Transportation Agency	\$5,400,000	The San Francisco Municipal Transportation Agency (SFMTA) requires medical cost containment services for workers' compensation claims administration. Services include medical bill review, adjustments per fee schedules, and utilization review using state of the art system software. Services must meet the State of California's electronic data interchange (EDI) requirements for data entry and reporting injuries and illnesses. All medical bill review staff must be certified as meeting the California Department of Insurance's qualifications for experience in this field.	Regular	09/30/22
4088-11/12	Municipal Transportation Agency	\$34,000,000	The San Francisco Municipal Transportation Agency (SFMTA) is self-insured for Workers' Compensation (Workers' Comp) and existing claims are currently adjusted by a third party administrator (TPA). The contractor will provide claims adjusting and consulting services for existing and new claims for Workers' Comp benefits filed by SFMTA employees. Services include: claims review and compensability determination; payment of statutory benefits, medical providers and ancillary claims services; vendor management for bill review; investigative services; coordination of claims defense with the City Attorney; management of benefit delivery system; and data collection and management.	Regular	08/30/22
4089-11/12	Police	\$100,000	Contractor will regularly inspect, maintain and perform all repairs on the Police Department's four evidence freezers. Three of the freezers are located at Building #606 Hunters Point Shipyard and one freezer is located at the Hall of Justice, 850 Bryant Street.	Regular	01/31/15
4090-11/12	Police	\$140,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses assigned to the SFPD Mounted Unit. The service average fifteen visits per year. The Veterinarian will also perform pre purchase horse examinations.	Regular	06/30/16
4091-11/12	Police	\$140,000	Shoeing and trimming the hooves of each police horse, once every six weeks, for a herd of up to twenty police horses. Contractor must also be able to advise on any possible horses that may be fit for possible purchase by the SFPD. Contractor will be available for emergency calls to replace thrown shoes, and to consult with the veterinarian regarding special or corrective needs.	Regular	06/30/16

Civil Service Commission Meeting Agenda

Regular Meeting of February 6, 2012

4092-11/12	Public Utilities Commission	\$9,000,000	The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB) staff in the administration, improvement and programming of PCSB's Primavera-based Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. (This is not to provide scheduling and cost estimating services.)	Regular	02/06/18
4000-09/10	Mayor	Increase Amount \$0 New Amount \$180,000	Processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco. Recording closing documents and ensuring completeness. Disbursing and collecting escrow fees when appropriate. However, a lawsuit objecting to various aspects of the Ordinance was filed at Federal Court on May 13, 2009 and later refilled at State Court on August 6, 2010. There are currently 65 named plaintiffs in the case who were granted a preliminary injunction and waiver to the Ordinance deadline on January 18, 2011. As such, the Mayor's Office of Housing may be required to allow these owners to select an option under the Ordinance in the future and will need the assistance of Chicago Title (contractor) to process these transactions.	Modification	03/30/15
4098-07/08	Port Commission	Increase Amount \$110,000 New Amount \$1,910,000	Evaluate and design from concept through construction observation, a proposed 1.3 acre public space to be built adjacent to the historic seawall and within San Francisco Bay in the South Beach neighborhood.	Modification	12/31/13

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(10) Review of request for approval of proposed personal services contracts – Omit Posting.
(File No. 0019-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4090-09/10	Port Commission	Increase Amount \$2,174,774 New Amount \$4,924,774	Contractor will provide highly specialized environmental analysis for preparation of the Environmental Impact Report (EIR) and support for other environmental review requirements under the California Environmental Quality Act (CEQA) under the direction of staff from the Planning Department's Major Environmental analysis section, in coordination with the Port of San Francisco and conduct work under the direction of the National Environmental Policy Act (NEPA) lead agency in coordination with MEA and the Port of San Francisco. The services are necessary to assist the City with an independent review of the 34 th America's Cup project modification for amount and duration requested as the approvals schedule for the project has been delayed and the scope of work has expanded considerably to address concerns of the National Parks. Denial of these services would limit the City's ability to complete the technical reports and procedures required under CEQA.	Regular	03/14/14

Recommendation: Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration.

**(11) Appeal by Matthew Morgan of his background rejection for an 8238 Public Safety Communications Dispatcher position with the Department of Emergency Management.
(File No. 0172-09-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Manager; deny the appeal by Matthew Morgan.

(12) Appeal by Charles Lebedeff of the Municipal Transportation Agency's determination of insufficient evidence to support his claim of retaliation for engaging in EEO protected activity. (File No. 0255-11-6) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Charles Lebedeff.

(13) Proposed Amendments to Civil Service Commission Rule Series 007 – Rules Related to the Employer-Employee Relations Ordinance. (File No. 0302-11-5) – Action Item

November 21, 2011: Posted for meet and confer.

Recommendation: Adopt.

- (14) **Proposed Amendments to Civil Service Commission Rule Series 018 – Conflict of Interest. (File No. 0317-11-5) – Action Item**

December 5, 2011: Posted for meet and confer.

Recommendation: Adopt.

- (15) **Progress Report: Salary Setting for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (File No. 0345-11-2) – Action Item**

January 9, 2012: Accepted the report.

Recommendation: Accept the report.

- (16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (17) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting February 6, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Gus Feldman, SEIU Local 1021 spoke on behalf of Cherie Joiner and Gideon Custodio, who are Health Care Worker IIs in the Escort Transportation Services at San Francisco General Hospital. He stated that they are good examples of what they call gross misuse of provisional and as-needed appointments in the City and County of San Francisco. Mr. Custodio has been employed almost eight years and has never once been a permanent employee. Ms. Joiner has been employed for more than five years. At the end of 2011, an examination was finally administered. Unfortunately, there were significant changes to the exam from the previous one administered but the Union was not notified of these changes so there was no opportunity for the Union to meet with the City about the changes.

Both Mr. Custodio and Ms. Joiner have had unblemished, exemplary performance appraisals and records and are well liked by the co-workers and managers. He urged the Commission to use the authority vested in their position to scrap the current list, allow the Union to meet with the City and discuss the contents and re-administer the exam.

Gideon Custodio echoed the comments made by Gus Feldman. He feels the process is not fair. **Cherie Joiner** reiterated the statements made by Mr. Feldman and Mr. Custodio and read a paragraph from EEOC Section 15 on race, color and discrimination. She thanked the Commission for their time. **Brenda Barrios**, SEIU Local 1021 stated that all of this happens when you start collapsing classifications. The Health Worker positions is another one of those positions that civil service decided to collapse. You have workers from administrative assistants to messengers like Ms. Joiner and Mr. Custodio. It is not fair to expect the same level of expertise as someone who is an Administrative Assistant.

Matthew Morgan requested that his appeal in Item #12 be continued.

Douglas Yep commended the Commission for placing the "Request to Speak" item at the beginning of the Agenda so that those who wish to speak do not have to wait so long to provide public comment and for the Commission to keep up its good work.

APPROVAL OF MINUTES

Regular Meeting of December 19, 2011

January 9, 2012: Continued to the meeting of February 6, 2012.

Action: Adopted as amended. (Vote of 4 to 0)

Regular Meeting of January 9, 2012

Action: Adopted as amended. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director reported that they are just beginning the 2012 labor project. The Citywide negotiations team has not had as many contracts open since 2006. She stated that we have a challenging economic climate. President Normandy asked that the Commission be kept abreast of the progress.

EXECUTIVE OFFICER'S REPORT

**0332-11-1 Fiscal Years 2012-13 and 2013-14 Civil Service Commission Budget Request.
(Item No. 6)**

December 19, 2011: Directed Commission staff to prepare Fiscal Years 2012-13 and 2013-14 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission Meeting of January 9, 2012; incorporate changes by the Commission up to the budget request submission deadline; and approve to submit the Fiscal Years 2012-13 and 2013-14 Budget Request to the Controller and the Office of the Mayor by February 21, 2012.

0332-11-1 (continued)

January 9, 2012: Directed Commission staff to continue to negotiate amounts, finalize the Fiscal Years 2012-14 Budget Request, incorporate changes, and approve to submit the Fiscal Years 2012-14 Budget Request to the Controller and the Mayor by February 21, 2012.

Speakers: Sandra Eng, Civil Service Commission
David Pilpel

Action: Approved Fiscal Years 2012-13 and 2013-14 Budget Request and will submit to the Mayor and Controller by February 21, 2012. Allow President Normandy to continue negotiations with the Mayor's Office to maintain the current budget levels and provide him the freedom to delegate any one of the Commissioners to join him in these efforts. (Vote of 4 to 0)

0020-12-1 Status Report on Fiscal Year 2011-12 Service and Performance Goals of the Civil Service Commission as of December 31, 2011. (Item No. 7)

Speakers: Sandra Eng, Civil Service Commission

Action: Accepted the report. (Vote of 4 to 0)

0346-11-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4075-11/12	Public Utilities Commission	\$1,500,000	CleanPower SF will soon enroll residential energy customers throughout the City. The Consultants will design and implement an outreach program that will rely on neighborhood literature dissemination at residents' homes, television advertising, online advertising, and more to educate customers and support customer retention.	Regular	08/01/16

January 9, 2012: Continued PSC #4075-11/12 to the meeting of February 6, 2012 at the request of the Public Utilities Commission. (Vote of 3 to 0; Commissioner Jung recused from any discussion or voting on this item. (Vote of 4 to 0)

Speakers: Kofo Domingo and Charles Sheehan, Public Utilities Commission

Action: Adopted the report; Approved request for PSC #4075-11/12 on the condition that the summary be amended to delete the "door to door outreach" piece and a corrected copy be submitted to the Executive Officer and the Human Resources Director. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0; Commissioner Jung recused from any discussion or voting on this item. (Vote of 4 to 0))

0018-12-8 Review of request for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-11/12	Adult Probation	\$6,142,957	This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and group services will be provided from dawn until dusk. These services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have a serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.	Regular	02/06/17
4078-11/12	Airport Commission	\$1,450,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and construction and assist in the selection of a Design-Build Consultant for the West Field Cargo Development Project. The CM team will manage the design and construction of a new cargo building to replace an existing outdated cargo facility in the airport cargo area known as the West Field.	Regular	02/05/14
4079-11/12	Building Inspection	\$1,750,000	To provide preparation, indexing, scanning and electronic imaging services required to convert all paper-based building plans/drawings into digital images for electronic retrieval through PaperVision document management system. Drawings vary in sizes from 11"X17", 16"X24", 24"X36", 36"X42", and 36"X48".	Regular	06/30/17
4080-11/12	Building Inspection	\$5,000,000	To convert all 16mm and 35mm rolls of microfilm, and 25 boxes of old paper records dating back to 1906, containing building records into digital images for electronic retrieval through PaperVision document management system. The Department currently has 1,200 rolls of 16mm microfilm containing job cards, certificates of final completion, permits and miscellaneous documents, many of which date back mid 1930s. It is estimated that there are 2,500 frames per roll for a total of 3,000,000 frames with each roll likely to have 800 records to index for a total of 960,000 records. Further the Department has 3,500 rolls of 35mm microfilm with plans dating back to 1940s. Each roll has approximately 500 frames per roll for a total of 1,750,000 frames and each roll will have approximately 50 records to index for a total of 175,000 records. Indexing, including researching missing information and quality control, of the converted records will be done by in-house staff.	Regular	06/30/17
4081-11/12	Controller	\$2,000,000	Provide underwriter, investment banking, and credit enhancement services to the City in connection with the issuance, marketing and distribution of its fixed-rate debt obligations, variable-rate debt obligations, and commercial paper.	Regular	12/31/17
4082-11/12	Emergency Management	\$200,000	The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, grants administration, or other issues that may arise.	Regular	02/29/16

Civil Service Commission Meeting Minutes

Regular Meeting of February 6, 2012

4083-11/12	Emergency Management	\$879,536	The contractor will assist Bay Area counties and cities in the development of a Regional Logistics Plan with an emphasis on the coordination of logistic operations and priorities for distribution of scarce resources between local, state and federal levels in a catastrophic event. The Regional Logistics Plan will be used to develop county and core city plan templates as well as applicable annexes to Regional Emergency Coordination Plan (RECP), to encompass all phases of logistic planning.	Regular	07/30/13
4084-11/12	Human Resources	\$260,000	The consultant will oversee the development and administration of promotional exams for the Fire Department ranks of H-20 Lieutenant and H-40 Battalion Chief, and defend those selection processes against legal challenge as necessary.	Regular	06/30/15
4085-11/12	Juvenile Probation	\$95,000	The Ombudsperson is responsible for resolving grievances submitted by detained youth at JPD detention facilities. Contractor will serve as a neutral and independent agent who is a liaison between detainees, their parents/ guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance.	Regular	03/31/14
4086-11/12	Mayor	\$400,000	The contractor will assist the Mayor's Office of Public Policy and Finance staff in making decisions in a variety of layout, content, design, and production issues related to the annual Mayor's Proposed Budget Book.	Regular	06/30/16
4087-11/12	Municipal Transportation Agency	\$5,400,000	The San Francisco Municipal Transportation Agency (SFMTA) requires medical cost containment services for workers' compensation claims administration. Services include medical bill review, adjustments per fee schedules, and utilization review using state of the art system software. Services must meet the State of California's electronic data interchange (EDI) requirements for data entry and reporting injuries and illnesses. All medical bill review staff must be certified as meeting the California Department of Insurance's qualifications for experience in this field.	Regular	09/30/17
4088-11/12	Municipal Transportation Agency	\$34,000,000	The San Francisco Municipal Transportation Agency (SFMTA) is self-insured for Workers' Compensation (Workers' Comp) and existing claims are currently adjusted by a third party administrator (TPA). The contractor will provide claims adjusting and consulting services for existing and new claims for Workers' Comp benefits filed by SFMTA employees. Services include: claims review and compensability determination; payment of statutory benefits, medical providers and ancillary claims services; vendor management for bill review; investigative services; coordination of claims defense with the City Attorney; management of benefit delivery system; and data collection and management.	Regular	08/30/17
4089-11/12	Police	\$100,000	Contractor will regularly inspect, maintain and perform all repairs on the Police Department's four evidence freezers. Three of the freezers are located at Building #606 Hunters Point Shipyard and one freezer is located at the Hall of Justice, 850 Bryant Street.	Regular	01/31/15

Civil Service Commission Meeting Minutes

Regular Meeting of February 6, 2012

4090-11/12	Police	\$140,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses assigned to the SFPD Mounted Unit. The service average fifteen visits per year. The Veterinarian will also perform pre purchase horse examinations.	Regular	06/30/16
4091-11/12	Police	\$140,000	Shoeing and trimming the hooves of each police horse, once every six weeks, for a herd of up to twenty police horses. Contractor must also be able to advise on any possible horses that may be fit for possible purchase by the SFPD. Contractor will be available for emergency calls to replace thrown shoes, and to consult with the veterinarian regarding special or corrective needs.	Regular	06/30/16
4092-11/12	Public Utilities Commission	\$9,000,000	The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB) staff in the administration, improvement and programming of PCSB's Primavera-based Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. (This is not to provide scheduling and cost estimating services.)	Regular	02/06/18
4000-09/10	Mayor	Increase Amount \$0 New Amount \$180,000	Processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco. Recording closing documents and ensuring completeness. Disbursing and collecting escrow fees when appropriate. However, a lawsuit objecting to various aspects of the Ordinance was filed at Federal Court on May 13, 2009 and later refilled at State Court on August 6, 2010. There are currently 65 named plaintiffs in the case who were granted a preliminary injunction and waiver to the Ordinance deadline on January 18, 2011. As such, the Mayor's Office of Housing may be required to allow these owners to select an option under the Ordinance in the future and will need the assistance of Chicago Title (contractor) to process these transactions.	Modification	03/30/15
4098-07/08	Port Commission	Increase Amount \$110,000 New Amount \$1,910,000	Evaluate and design from concept through construction observation, a proposed 1.3 acre public space to be built adjacent to the historic seawall and within San Francisco Bay in the South Beach neighborhood.	Modification	12/31/13

Speakers:

Wendy Still, Adult Probation spoke on PSC #4077-11/12.

Dave Johnson, Department of Human Resources spoke on PSC #4084-11/12.

Catherine McGuire, Juvenile Probation spoke on PSC #4085-11/12.

Dan Roach and Cynthia Hamada, Municipal Transportation Agency spoke on PSC #4087-11/12 and 4088-11/12.

Lt. Kevin McNaughton, San Francisco Police Department spoke on PSC #4089-11/12.

Steve Reel, Port Commission spoke on PSC #4098-07/08.

0018-12-8 (continued)

- Action:**
- (1) Adopted the report; Approved the request for PSC #4085-11/12 as amended which is to be submitted to the Executive Officer and the Human Resources Director. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - (2) Adopted the report; Approved the request for PSC #4087-11/12 as amended; change duration to five (5) years and silent on the matter of options. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - (3) Adopted the report; Approved the request for PSC #4088-11/12 as amended for a duration of five (5) years. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - (4) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0255-11-6 Appeal by Charles Lebedeff of the Municipal Transportation Agency's determination of insufficient evidence to support his claim of retaliation for engaging in EEO protected activity. (Item No. 10)

Speakers: None.

Action: Continued to the meeting of March 5, 2012 at the request of Charles Lebedeff. It was stipulated this would be the last continuance granted. (Vote of 4 to 0)

0019-12-8 Review of request for approval of proposed personal services contracts – Omit Posting. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4090-09/10	Port Commission	Increase Amount \$2,174,774 New Amount \$4,924,774	Contractor will provide highly specialized environmental analysis for preparation of the Environmental Impact Report (EIR) and support for other environmental review requirements under the California Environmental Quality Act (CEQA) under the direction of staff from the Planning Department's Major Environmental Analysis section, in coordination with the Port of San Francisco and conduct work under the direction of the National Environmental Policy Act (NEPA) lead agency in coordination with MEA and the Port of San Francisco. The services are necessary to assist the City with an independent review of the 34 th America's Cup project modification for amount and duration requested as the approvals schedule for the project has been delayed and the scope of work has expanded considerably to address concerns of the National Parks. Denial of these services would limit the City's ability to complete the technical reports and procedures required under CEQA.	Regular	03/14/14

0019-12-8 (continued)

Speakers: Elaine Forbes, Port Commission

Action: Adopted the report; Approved request for PSC #4090-09/10 on the condition that the Port submit documentation of a resolution that this is the best way to provide the services to the Executive Officer and the Human Resources Director. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0172-09-4 Appeal by Matthew Morgan of his background rejection for an 8238 Public Safety Communications Dispatcher position with the Department of Emergency Management. (Item No. 12)

Speakers: Matthew Morgan, Appellant
Terrence Daniel, Department of Emergency Management

Action: Continued as requested by Matthew Morgan to a meeting that is agreeable with all parties after discussion with the Executive Officer. (Vote of 4 to 0)

0302-11-5 Proposed Amendments to Civil Service Commission Rule Series 007 – Rules Related to the Employer-Employee Relations Ordinance. (Item No. 13)

November 21, 2011: Posted for meet and confer.

Speakers: Luz Morganti, Civil Service Commission

Action: Adopted as amended of the possible move of the State Mediation and Conciliation Services from the California Department of Industrial Relations to PERB. (Vote of 4 to 0)

0317-11-5 Proposed Amendments to Civil Service Commission Rule Series 018 – Conflict of Interest. (Item No. 14)

December 5, 2011: Posted for meet and confer.

Speakers: Anita Sanchez, Executive Officer
Anonymous member of the public
Sandra Eng, Civil Service Commission
David Pilpel

Action: Adopted as amended to reflect correct Charter Section A8.343 and A8.344 in Volume II – Civil Service Commission Rule 218 – Conflict of Interest, Section 218.6.1 and Volume III – Civil Service Commission Rule 318 – Conflict of Interest, Section 318.6.1. (Vote of 4 to 0)

0345-11-2 Progress Report: Salary Setting for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (Item No. 15)

January 9, 2012: Accepted the report.

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

President E. Dennis Normandy requested commendations for Commissioners Morgan R. Gorrone and Lisa Seitz-Gruwell.

He also again requested that the Executive Officer explore and provide ideas for a memoriam in honor of Commissioner Donald A. Casper.

ADJOURNMENT (Item No. 17)

4:43 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

02-28-12A10:49 RCVD

A G E N D A

Regular Meeting
March 5, 2012

GOVERNMENT
DOCUMENTS DEPT

FEB 28 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 5, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of February 6, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

- (5) The family of former Vice President Donald A. Casper want to express its gratitude to the Commission and the City and County for the honor, respect and sympathy that was bestowed following Commissioner Casper's tragic and untimely loss in August 2011.
(File No. 0034-12-1)

Recommendation: Accept.

HUMAN RESOURCES DIRECTOR'S REPORT

- (6) Department of Human Resources' Report on Provisional Appointments.
(File No. 0035-12-1) – Action Item

Recommendation: Adopt report.

- (7) Department of Human Resources' Report on Position-Based Testing.
(File No. 0036-12-1) – Action Item

Recommendation: Adopt report.

- (8) **EXECUTIVE OFFICER'S REPORT**

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) Review of request for approval of proposed personal services contracts.
(File No. 0037-12-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-11/12	Human Resources	\$12,500,000	Contractor will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	08/31/17

Civil Service Commission Meeting Agenda

Regular Meeting of March 5, 2012

4094-11/12	Public Utilities Commission	\$2,200,000	The San Francisco Public Utilities Commission (SFPUC) is seeking professional consulting services from vendor with expertise and experience in SharePoint solutions built upon the Microsoft stack. The SharePoint environment requires the following features to be established: Develop a design for the infrastructure to meet the long term needs of the SFPUC; Assist in selecting a core set of tools (workflows, lists, libraries, etc.); and assist in creating an enterprise structure and a Governance Group that would lead the SFPUC with its technical resources and develop policies, procedures, and management tools to ensure the solutions remain stable and meets the SFPUC's needs.	Regular	03/05/14
4017-09/10	Public Utilities Commission	Increase Amount \$ 20,000,000 New Amount \$29,000,000	As-needed services in the areas of: wastewater; storm water; knowledge management; asset management; environmental, hazardous materials, and regulatory compliance; and health and safety.	Modification	12/31/17
4021-07/08	General Services Agency	Increase Amount \$186,588 New Amount \$959,763	OLSE is exercising an option in our contract to continue implementation of an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program, employee workshops and trainings, and counseling and referral services. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority groups.	Modification	01/31/13
4165-07/08	General Services Agency	Increase Amount \$1,037,081 New Amount \$1,797,781	Under CA Labor Code Section 1776 and SF Admin. Code Section 6.22 (E) all construction contractors working under contracts issued by the City of San Francisco awarding bodies and performing work covered by prevailing wage requirements are required to provide certified payroll records (CPRs) to the City. The Office of Labor Standards Enforcement (OLSE) desires to exercise its option to extend a contract with a vendor to provide a software license (subscription to their services) for their web based electronic proprietary certified payroll reporting system hosted on their secure server. The system verifies pay rates or flags and communicates potential violations. Vendor will provide training to City contractors and City employees on use of the system.	Modification	06/30/15
4101-07/08	Department of Technology	Increase Amount \$0 New Amount \$2,981,509	The contractor provides system software and special technical support services for the City's mainframe in the following areas: operating system (OS) system upgrades and customization; CICS (customer information control system) transaction server migration, Web-to-Host implementation, exploration of USS (Unix System Services) features, and technical system support for FAMIS (Financial Accounting Management Information System), the City financial and budgeting system.	Modification	06/30/15
4108-08/09	Emergency Management	Increase Amount \$1,772,495 New Amount \$3,947,495	The software known as ECAD, for E911 Computer Assisted Dispatch, occasionally requires enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takers and dispatchers. Two examples being 1) The ability to playback the historical movement of selected AVL units during a specific period of time; 2) Ability to send multiple messages to medical units on a call.	Modification	12/31/14

Civil Service Commission Meeting Agenda

Regular Meeting of March 5, 2012

4047-07/08	Public Works	Increase Amount \$3,600,000 New Amount \$6,298,000	The consultant will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, coastal engineering and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSOs will define job/task specific scopes of work. Two (2) Master Agreements were awarded under the original PSC. DPW intends to award four (4) new Master Agreements under this PSC modification.	Modification	01/30/18
4085-08/09	Public Works	Increase Amount \$3,000,000 New Amount \$6,500,000	Consultants will perform highly specialized geo-technical engineering tasks that include conducting geo-technical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations; recommendations for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvement such as grouting, deep soil mixing and dewatering; and other geo-technical/geo-logical consultation related work. The Department of Public Works (DPW) had previously awarded three (3) as-needed contracts at \$1,000,000 each, and intends to award three (3) additional as-needed contracts for \$1,000,000 each.	Modification	12/31/17
4149-07/08	Public Works	Increase Amount \$3,000,000 New Amount \$7,000,000	The Consultant will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, supplemental construction services and other as-needed services to be determined for various types of engineering work on an as-needed basis. Four (4) contracts for \$1,000,000 each were previously awarded under this PSC. The Department of Public Works (DPW) intends to award an additional four (4) Master Agreements, each not-to-exceed \$750,000 for these as-needed services.	Modification	06/16/18

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0038-12-1) – Action Item

Recommendation: Adopt report.

- (11) **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0039-12-1) – Action Item**

Recommendation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (12) **Request by the San Francisco Fire Department to grant H-2 Firefighter status to H-3 Level Firefighter/Paramedics who apply and are selected under the provisions of Local 798 MOU Section 18.3 and General Order 11 A-70. (File No. 0040-12-3) – Action Item**

Recommendation of the Human Resources Director: Grant H-2 Firefighter status to H-3 Level Firefighter/Paramedics who apply and are selected under the provisions of Local 798 MOU Section 18.3 and General Order 11 A-70.

Reconsideration of the request to delegate status grant authority to the Human Resources Director for this particular type of application process.

- (13) **Department of Human Resources proposal of a pilot rule to assess the possibility of making the rating key available to promotional candidates in Fire examinations. (File No. 0041-12-5) – Discussion and Possible Action Item**

Recommendation: The Commission may request more information and details of the procedures of the pilot project proposal OR consider the recommendations stated in the Department of Human Resources staff report.

- (14) **Department of Human Resources Response to Commissioners' Request for a Report on Separations and Resignations of Permanent Civil Service (PCS) and Exempt employees with Future Employment Restrictions for Calendar Year 2011 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn. (File No. 0044-12-7) – Action Item**

Recommendation: Accept report.

- (15) **Appeal by Prince Hollowell of the Human Resources Director's determination of insufficient evidence to support a claim of discrimination and retaliation due to age or national origin. (File No. 0047-11-6) – Action Item**

December 19, 2011: Postponed to the meeting of March 5, 2012 at the request of Prince Hollowell.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal of Prince Hollowell.

- (16) **Appeal by Charles Lebedeff of the Municipal Transportation Agency's determination of insufficient evidence to support his claim of retaliation for engaging in EEO protected activity. (File No. 0255-11-6) – Action Item**

February 6, 2012: Continue to the meeting of March 5, 2012 at the request of Charles Lebedeff. It was stipulated this would be the last continuance granted.

Recommendation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal of Charles Lebedeff.

- (17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (18) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting March 5, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

- (1) **Bob Britton**, Field Representative, IFPTE Local 21 spoke regarding the reporting requirements for Temporary and Exempt appointments under Charter Section 10.104 16-18 from the Department of Human Resources. He requested the matter be placed on the Agenda for the meeting of March 19, 2012.
- (2) **Andrew Sisneros**, former 9163 Transit Operator appellant, spoke regarding Civil Service Commission Rule 422.1.3 for Service Critical Classes of the Municipal Transportation Agency (MTA). According to the rule, an appellant has twenty (20) calendar days to file a request for hearing on future employment restrictions but the MTA has no time guidelines to deliver a staff report. He asked the Commission to review all appeals filed on or about July 26, 2011 to see if his is an isolated issue or abuse by the MTA of Rule 422.1.3.

- (3) **Gideon Custudio**, who is a Health Care Worker II in the Escort Transportation Services at San Francisco General Hospital, inquired on the status of the issues he raised at the meeting of January 9th and February 6, 2012 regarding the amendment to the 2586 Health Worker II announcement to include special conditions. He has been employed almost eight years and has never once been a permanent employee.
- (4) **Brenda Barrios**, Shop Steward, SEIU Local 1021 asked if the appellants could be kept updated on the progress of the inspection so they will know that the matter is being looked into.

APPROVAL OF MINUTES

Regular Meeting of February 6, 2012

Action: Adopted. (Vote of 4 to 0)

SPECIAL ORDER OF BUSINESS

- 0034-12-1 **The family of former Vice President Donald A. Casper want to express its gratitude to the Commission and the City and County for the honor, respect and sympathy that was bestowed following Commissioner Casper's tragic and untimely loss in August 2011. (Item No. 5)**

Speakers: Bernadette Casper Castagnola spoke on behalf of the Casper family in thanking the Civil Service Commission and the entire City and County of San Francisco for the honor, respect and sympathy that was bestowed following Commissioner Casper's tragic and untimely loss in August 2011. She informed the Commission that the family and friends are still working with the California Highway Patrol in their investigation to try and get some closure by identifying the person responsible.

She also stated that they are working with someone from the program, America's Most Wanted to feature an upcoming segment on Commissioner Casper's case to assist in identifying the hit and run driver.

Action: Accepted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

1) Micki Callahan, Human Resources Director stated that the State Supreme Court recently ruled in favor of the Governor's plan to end the existence of the Redevelopment Agency throughout the State of California. The Redevelopment Agency has been an independent agency and San Francisco is the successor agency so the Department of Human Resources (DHR) is now trying to integrate that workforce and the projects that remain into our City workforce. By operation of the law, DHR is obligated to bring those who are employees as of February 1, 2012 into the City and not change their terms of employment. They have labor agreements and the negotiation process is just beginning with IFPTE Local 21 and SEIU Local 1021 who represents those individuals whose contracts expire as of March 31, 2012.

- 2) She also informed the Commission that CPS will be conducting an audit of DHR in May. The last audit was in 2005 and DHR has implemented changes that put them in a good position for this audit.
- 3) Finally, Ms. Callahan stated that she wanted to address some of the comments made by Bob Britton during the Requests to Speak period because some clarification was warranted. Mr. Britton stated that Local 21 had not received a response from DHR and went on to cite from the response given to him by DHR. The Department of Human Resources is in regular contact with IFPTE Local 21.

0035-12-1 Department of Human Resources' Report on Provisional Appointments. (Item No. 6)

Speakers: John Kraus, Department of Human Resources
Ted Yamasaki, Department of Human Resources

Action: Adopted the report. (Vote of 4 to 0)

0036-12-1 Department of Human Resources' Report on Position-Based Testing. (Item No. 7)

Speakers: John Kraus, Department of Human Resources
Ted Yamasaki, Department of Human Resources

Action: Adopted the report. (Vote of 4 to 0)

EXECUTIVE OFFICER'S REPORT (Item No. 8)

No report.

0037-12-8 Review of request for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-11/12	Human Resources	\$12,500,000	Contractor will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	08/31/17
4094-11/12	Public Utilities Commission	\$2,200,000	The San Francisco Public Utilities Commission (SFPUC) is seeking professional consulting services from vendor with expertise and experience in SharePoint solutions built upon the Microsoft stack. The SharePoint environment requires the following features to be established: Develop a design for the infrastructure to meet the long term needs of the SFPUC; Assist in selecting a core set of tools (workflows, lists, libraries, etc.); and assist in creating an enterprise structure and a Governance Group that would lead the SFPUC with its technical resources and develop policies, procedures, and management tools to ensure the solutions remain stable and meets the SFPUC's needs.	Regular	03/05/14
4017-09/10	Public Utilities Commission	Increase Amount \$ 20,000,000 New Amount \$29,000,000	As-needed services in the areas of: wastewater; storm water; knowledge management; asset management; environmental, hazardous materials, and regulatory compliance; and health and safety.	Modification	12/31/17

Civil Service Commission Meeting Minutes

Regular Meeting of March 5, 2012

4021-07/08	General Services Agency	Increase Amount \$186,588 New Amount \$959,763	OLSE is exercising an option in our contract to continue implementation of an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program, employee workshops and trainings, and counseling and referral services. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority groups.	Modification	01/31/13
4165-07/08	General Services Agency	Increase Amount \$1,037,081 New Amount \$1,797,781	Under CA Labor Code Section 1776 and SF Admin. Code Section 6.22 (E) all construction contractors working under contracts issued by the City of San Francisco awarding bodies and performing work covered by prevailing wage requirements are required to provide certified payroll records (CPRs) to the City. The Office of Labor Standards Enforcement (OLSE) desires to exercise its option to extend a contract with a vendor to provide a software license (subscription to their services) for their web based electronic proprietary certified payroll reporting system hosted on their secure server. The system verifies pay rates or flags and communicates potential violations. Vendor will provide training to City contractors and City employees on use of the system.	Modification	06/30/15
4101-07/08	Department of Technology	Increase Amount \$0 New Amount \$2,981,509	The contractor provides system software and special technical support services for the City's mainframe in the following areas: operating system (OS) system upgrades and customization; CICS (customer information control system) transaction server migration, Web-to-Host implementation, exploration of USS (Unix System Services) features, and technical system support for FAMIS (Financial Accounting Management Information System), the City financial and budgeting system.	Modification	06/30/15
4108-08/09	Emergency Management	Increase Amount \$1,772,495 New Amount \$3,947,495	The software known as ECAD, for E911 Computer Assisted Dispatch, occasionally requires enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takers and dispatchers. Two examples being 1) The ability to playback the historical movement of selected AVL units during a specific period of time; 2) Ability to send multiple messages to medical units on a call.	Modification	12/31/14
4047-07/08	Public Works	Increase Amount \$3,600,000 New Amount \$6,298,000	The consultant will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, coastal engineering and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSOs will define job/task specific scopes of work. Two (2) Master Agreements were awarded under the original PSC. DPW intends to award four (4) new Master Agreements under this PSC modification.	Modification	01/30/18

4085-08/09	Public Works	Increase Amount \$3,000,000 New Amount \$6,500,000	Consultants will perform highly specialized geo-technical engineering tasks that include conducting geo-technical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations; recommendations for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvement such as grouting, deep soil mixing and dewatering; and other geo-technical/geo-logical consultation related work. The Department of Public Works (DPW) had previously awarded three (3) as-needed contracts at \$1,000,000 each, and intends to award three (3) additional as-needed contracts for \$1,000,000 each.	Modification	12/31/17
4149-07/08	Public Works	Increase Amount \$3,000,000 New Amount \$7,000,000	The Consultant will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, supplemental construction services and other as-needed services to be determined for various types of engineering work on an as-needed basis. Four (4) contracts for \$1,000,000 each were previously awarded under this PSC. The Department of Public Works (DPW) intends to award an additional four (4) Master Agreements, each not-to-exceed \$750,000 for these as-needed services.	Modification	06/16/18

Speakers: Glacier Ybanez, Department of Technology, Ging Louie, IFPTE Local 21 and Anita Sanchez, Executive Officer spoke on PSC #4101-07/08.
Stanley DeSouza, Department of Public Works spoke on PSC #4149-07/08.

Action: Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0038-12-1 Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 10)

Speakers: None.

Action: Adopted the report. (Vote of 4 to 0)

0039-12-1 Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 11)

Speakers: Clare Leung, Municipal Transportation Agency
Ging Louie, IFPTE Local 21

Action: Adopted the report; Directed the Municipal Transportation Agency to include the cumulative total in the report in the future. (Vote of 4 to 0)

0040-12-3 Request by the San Francisco Fire Department to grant H-2 Firefighter status to H-3 Level Firefighter/Paramedics who apply and are selected under the provisions of Local 798 MOU Section 18.3 and General Order 11 A-70. (Item No. 12)

Speakers: Jesusa Bushong, San Francisco Fire Department
Tom O'Connor, President, San Francisco Firefighters Local 798

Action: Granted H-2 Firefighter status to H-3 Level Firefighter/Paramedics who apply and are selected under the provisions of Local 798 MOU Section 18.3 and General Order 11 A-70. The names of the individuals granted status to be provided to the Commission (Vote of 4 to 0)

With respect to the reconsideration of the request to delegate future status grants authority to the Human Resources Director into the H-2 classification from H-3 Level III Firefighter/Paramedics, that the Civil Service Commission retain jurisdiction over each grant of status as adopted on February 1, 2010. In accordance with Civil Service Commission Rule 305 Section 305.13.3 - The Commission's action to deny a request for reconsideration or the Commission's decision following a reconsideration hearing shall be final and no further requests for reconsideration shall be considered. . (Vote of 4 to 0)

0041-12-5 Department of Human Resources proposal of a pilot rule to assess the possibility of making the rating key available to promotional candidates in Fire examinations. (Item No. 13)

Speakers: John Kraus, Department of Human Resources

Action: Authorized the Department of Human Resources (DHR) to establish a pilot program which will allow the release of the rating keys for review by Fire Department promotional candidates of examinations developed by the Department of Human Resources. The Commission provided the following guidelines and conditions of the pilot program:

1. The pilot program shall sunset no later than two (2) years;
2. DHR will provide the Commission with quarterly reports on the status, problems and successes of the pilot program;
3. The Commission has full discretion to terminate the pilot program; and
4. As no protests are being allowed, that DHR remains committed to reviewing concerns and addressing those as is its normal requirement.

The Commission further directed drafting of a Rule proposal to be posted as required for a minimum of ten (10) consecutive calendar days prior to adoption (Rule 301.5) at its March 19,

2012 meeting. The proposed amendments to Rule 311.10 are necessary in enabling the implementation of the pilot program.
(Vote of 4 to 0)

- 0044-12-7 Department of Human Resources Response to Commissioners' Request for a Report on Separations and Resignations of Permanent Civil Service (PCS) and Exempt employees with Future Employment Restrictions for Calendar Year 2011 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn. (Item No. 14)**

Speakers: Donna Kotake, Department of Human Resources
Ted Yamasaki, Department of Human Resources

Action: Accepted the report. (Vote of 4 to 0)

- 0047-11-6 Appeal by Prince Hallowell of the Human Resources Director's determination of insufficient evidence to support a claim of discrimination and retaliation due to age or national origin. (Item No. 15)**

December 19, 2011: Postponed to the meeting of March 5, 2012 at the request of Prince Hallowell.

Speakers: Jesusa Juarez, Attorney for Appellant
Svetlana Vaksberg, Department of Human Resources
Prince Hallowell, Appellant

Action: Continued to the meeting of March 19, 2012 at the request of Jesusa Juarez, Attorney for Appellant. It was stipulated this will be the last continuance granted. (Vote of 3 to 1; Commissioner Heldfond dissents.)

- 0255-11-6 Appeal by Charles Lebedeff of the Municipal Transportation Agency's determination of insufficient evidence to support his claim of retaliation for engaging in EEO protected activity. (Item No. 16)**

February 6, 2012: Continue to the meeting of March 5, 2012 at the request of Charles Lebedeff. It was stipulated this would be the last continuance granted.

Speakers: None.

Action: Adopted the report. Sustained the decision of the Director of Transportation; denied the appeal of Charles Lebedeff.
(Vote of 4 to 0) Mr. Lebedeff failed to appear.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

Vice President Kate Favetti made the following requests:

1. A report from the Department of Human Resources (DHR) on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18 and instructed DHR as well as the Municipal Transportation Agency to include in the report cumulative totals as done for Provisional Appointments with graphs.
2. Requested from the Municipal Transportation Agency a Report on Separations and Resignations of Permanent Civil Service (PCS) and Exempt employees with Future Employment Restrictions for Calendar Year 2011 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn.
3. For the next fiscal year, a report on Employee Recognition Programs of departments in the City.

ADJOURNMENT (Item No. 18)

4:24 p.m.

At the request of President Normandy, the meeting adjourned in memory of Paul Jung, father of Commissioner Mary Jung who died suddenly in Cleveland, Ohio. The Commission directed the Executive Officer to forward expressions of condolence to the family on behalf of the Commission.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

03-14-12 A10:09 IN

9/12

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
March 19, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of March 19, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Ruston, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 19, 2012
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Mary Y. Jung

(2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S
AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of March 5, 2012

Recommendation: Adopt.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **HUMAN RESOURCES DIRECTOR'S REPORT**

(6) **EXECUTIVE OFFICER'S REPORT**

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0054-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-11/12	Airport Commission	\$150,000	Perform an airport economic impact study to quantify SFO's current economic impact to the local and state economy. The study will quantify the direct, indirect, and induced impacts associated with the SFO's operations as related to economic activity, earnings and jobs at SFO and businesses directly related to the Airport. The standard industry practice is to seek outside expertise because of the objectivity and credibility it provides to the results of the study.	Regular	12/31/13
4096-11/12	Airport Commission	\$180,000	Provide an independent assessment and recommendation on measures to improve the shared-ride system at SFO. The consultant will interview current permittees and airline passengers; provide an in-depth diagnostic study of existing program; study best practices from intermodal hubs nationwide; identify key area of opportunities to improve shared-ride distribution; and determine optimal number and size of van companies to service SFO.	Regular	03/31/13
4097-11/12	Airport Commission	\$500,000	The consultant will analyze the Airport Signage systems, environment, and program as well as provide an overall assessment and recommendations for signage. In addition, the consultant will survey passengers, identify the top five (5) problem areas and provide analysis and recommendations on how these issues should be solved. In order to be able to adequately assess and make recommendations on signage and way finding, the consultant must have an expert technical understanding of signage philosophies and systems within a large hub airport setting that integrates multiple terminals, floor levels, concession areas, ground transportation and parking structures. The Airport staff does not have the expertise of knowing what is taking place in other airports, and needs the assistance of a consultant expert.	Regular	06/30/15
4098-11/12	Airport Commission	\$90,000,000	This request is for design-build services, separate from the Master Architect services approved under PSC #4034-10/11. The Airport's design consultant, approved under PSC #4034-10/11, will prepare bridging documents for the design-build request for proposal. The selected design-build contractor will prepare the final design, as the Engineer of Record.	Regular	03/01/15

Civil Service Commission Meeting Agenda

Regular Meeting of March 19, 2012

4099-11/12	Department of Technology	\$860,000	This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions' video tape, and cablecast by the San Francisco Government Television (SFGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produces by SFGovTV for City departments.	Regular	06/30/15
4100-11/12	Municipal Transportation Agency	\$175,000	This is a pilot program to integrate Clipper Card as an optional source of payment at San Francisco Municipal Transportation (SFMTA) parking garages. The contractor will provide Clipper Card equipment, technical support, installation, computer software, and operational upgrades on existing Parking Access and Revenue Control System (PARCS) in SFMTA off-street parking facilities. The contract includes warranties for the system.	Regular	03/31/14
4101-11/12	Business & Economic Development	\$175,000	Purchase of subscriptions to resume/job posting parsing system to process resumes and job descriptions and identify/extract data points, and translate information into easy to import format for use in other job matching systems, relying primary on context rather than fixed rules to best parse unstructured fields like work history. Required/ possessed skills are rolled-up into a standardized, hierarchical, and customizable dictionary that also includes context, duration, and recentness of use for each skill. Purchase of subscription to a web-based, interactive and report-generating applications to give users real-time access to a comprehensive database of jobs data. System should provide a variety of reports and filters to track employer hiring activity by industry, occupations, education, and skills. Development and deployment of online calendar and scheduling application that will be used by City staff as well as contracted community based organizations to promote workshops and other public offerings of the City's workforce system. Calendar and scheduling application must be integrated into existing website, able to maintain records of RSVP's, send email confirmations, and display upcoming events using filters so that users can show all events or just those associates with specific grants, programs, etc.	Regular	12/31/12
3048-10/11	Business & Economic Development	Increase Amount \$135,000 New Amount \$184,900	The City contracted this service last year and launched a pilot to use the service as described herein with great success and would like to continue this relationship another year. Purchase subscription to database program with web interface to administer non-construction First Source Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Sources Hiring requirements and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83).	Modification	06/30/13

Civil Service Commission Meeting Agenda

Regular Meeting of March 19, 2012

4023-98/99	Airport Commission	Increase Amount \$800,000 New Amount \$2,560,000	Bond trustee services include payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, and assistance on other bond matters and other financial instruments. As the size and complexity of the Airport's capital finance structure grows, trustee-related transactions have become more complex and more frequent, especially due to the issuance of variable rate debt. This modification reflects the additional services anticipated for the next five years	Modification	03/31/17
4041-10/11	Airport Commission	Increase Amount \$415,000 New Amount \$640,000	This is a service modification to the Airport's SAFE system that allows communications between SFO's multiple security and credentialing systems. This modification adds required software maintenance and licensing fees to the above software service.	Modification	06/30/14
4098-04/05	Airport Commission	Increase Amount \$0 New Amount \$7,200,000	Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage. A new PARCS system will be designed, manufactured, installed, and maintained to replace the existing parking control system. There have been delays in implementation and acceptance of this system. The 3-year maintenance was part of the original contract however since the system was only recently accepted there have been delays in beginning the maintenance phase of this contract	Modification	12/31/14
4001-09/10	Municipal Transportation Agency	Increase Amount \$1,050,000 New Amount \$1,400,000	To provide on-site back strengthening, employee exercise, education and wellness program services for the SFMTA employees. Continuing the existing employee fitness program at the Presidio division, Cable Car division, and the mobile exercise component at the remaining five transit operation divisions and at the SFMTA's headquarter - One South Van Ness Ave. where the programs are addressing health and wellness issues especially related to administrative/office positions. This program will be expanded to the Metro East site during the contract extension period.	Modification	06/30/13
4109-08/09	Police	Increase Amount \$800,000 New Amount \$1,235,000	ICAD is a proprietary software system used to run the Police Message Switch and modules in its Legacy systems that interface with that Message Switch. The contractor makes as-needed modifications. Both the message switch and the legacy systems are being phased out of the Police Department and will be replaced by modern applications administered by Police Department employees.	Modification	03/01/15

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Department of Human Resources' Report and in response to IFPTE Local 21's inquiry of the reporting requirements on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0055-12-1) – Action Item**

Recommendation: Adopt report.

- (9) **Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311.10 – Rating Keys – Fire Department of a Pilot Program to Allow the Release of Rating Keys. (File No. 0041-12-5) – Action Item**

March 5, 2012: Authorized the Department of Human Resources (DHR) to establish a pilot program which will allow the release of the rating keys for review by Fire Department promotional candidates of examinations developed by the Department of Human Resources. The Commission provided the following guidelines and conditions of the pilot program:

1. The pilot program shall sunset no later than two (2) years;
2. DHR will provide the Commission with quarterly reports on the status, problems and successes of the pilot program;
3. The Commission has full discretion to terminate the pilot program; and
4. As no protests are being allowed, that DHR remains committed to reviewing concerns and addressing those as is its normal requirement.

The Commission further directed drafting of a Rule proposal to be posted as required for a minimum of ten (10) consecutive calendar days prior to adoption (Rule 301.5) at its March 19, 2012 meeting. The proposed amendments to Rule 311.10 are necessary in enabling the implementation of the pilot program.

Recommendation: Adopt.

- (10) **Appeal by Prince Hallowell of the Human Resources Director's determination of insufficient evidence to support a claim of discrimination and retaliation due to age or national origin. (File No. 0047-11-6) – Action Item**

December 19, 2011: Continued to the meeting of March 5, 2012 at the request of Prince Hallowell.

March 5, 2012: Continued to the meeting of March 19, 2012 at the request of Jessica Juarez, Attorney for Appellant. It was stipulated this will be the last continuance granted.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal of Prince Hallowell.

- (11) **Progress Report: Salary Setting for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (File No. 0345-11-2) – Action Item**

January 9, 2012: Accepted the report.

February 6, 2012: Accepted the report.

Recommendation: Accept the report.

- (12) **Process and Procedures on filling the Upcoming Vacancy of the position of Executive Officer, Civil Service Commission due to the Impending Retirement of Anita Sanchez, Executive Officer. (File No. 0056-12-1) – Action Item**

Recommendation: Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (13) **Determination of future employability: Dismissal of permanent civil service appointment of Russell Brugioni, Plumber (Job Code 7347) with the San Francisco Unified School District. (File No. 0256-10-7) – Action Item**

Recommendation: No future employment with the San Francisco Unified School District.

- (14) **Determination of future employability: Termination for Cause of Provisional appointment of Joseph Baggetta, Utility Plumber Apprentice (Job Code 7463) with the Public Utilities Commission. (File No. 0031-11-7) – Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the Public Utilities Commission, and; No future employment with the City and County of San Francisco.

- (15) **Determination of future employability: Dismissal of permanent civil service appointment of Juan Cisneros, General Laborer (Job Code 7514) with the Public Utilities Commission. (File No. 0050-11-7) – Action Item**

Recommendation: No future employment with the Public Utilities Commission, and; No future employment with the City and County of San Francisco.

- (16) **Determination of future employability: Dismissal of permanent civil service appointment of Silas Lee, Utility Plumber (Job Code 7388) with the Public Utilities Commission. (File No. 0030-11-7) – Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the Public Utilities Commission, and; No future employment with the City and County of San Francisco.

- (17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (18) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

03-22-12 P04:18 IN

E. DENNIS NORMANDY
PRESIDENT

112 KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting March 19, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

- (1) **Cherie Joiner** spoke about the fact that she, as a 2586 Health Worker II was laid off because she did not pass the exam for the amended announcement for the position to include special conditions. She stated that it is devastating because she is the only one in her household working and it is unfair the way things are done.
- (2) **Brenda Barros**, Shop Steward, SEIU Local 1021 echoed the sentiments of Ms. Joiner and stated that Mr. Custudio got a job offer but Ms. Joiner did not. They would like to know why Mr. Custudio got a letter and Ms. Joiner did not.
- (3) **Gideon Custudio**, who is a Health Care Worker II in the Escort Transportation Services at San Francisco General Hospital, spoke on the issues he raised at the meeting of January 9, 2012, February 6, 2012 and March 5, 2012 regarding the amendment to the 2586 Health Worker II announcement to include special conditions.

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- (4) **Don Chan** spoke on behalf of some of his friends at the MTA who hesitate to come and speak for fear of retaliation. This is somewhat related to the issues that Local 21 is here to address; exempt positions and the way the hiring process is handled. It is well known that when someone can have a position for many years but if they get in a position where they can be bumped out of their position, all of a sudden, the position is changed to exempt. He wanted to know if these kinds of things can be reviewed and bring the kind of reform we all want to see so that everyone can expect and receive fair and equitable treatment.
- (5) **Alex Tonisson**, Representative for IFPTE Local 21 who represents over 50 employees at the San Francisco Redevelopment Agency (SFRDA) spoke about the transition from the now dissolved SFRDA to the successor entity which is the City and County of San Francisco (CCSF). AB 26 which was passed by the Legislature created this situation. It is unprecedented that a State agency has been dissolved in this manner and there are a lot of unresolved issues that is currently being negotiated with the City and County of San Francisco in conjunction with SEIU Local 1021. Currently, the transition to the City is still in process. There is one item in particular, which is that they have been told by the City that Local 21 members are classified as Temporary Exempt employees and Local 21 disagrees with that classification. They should be permanent civil service status under AB 26 which provides for those protections. They do understand that, because of the urgency of the situation and also because of the complicated nature of the transition, they are trying to resolve the issues together with SEIU and the City. Hopefully, they will be able to come together with a recommendation in terms of how to make this process happen more smoothly.
- (6) **Barbara Lopez**, SEIU Local 1021 Field Representative concurred with Mr. Tonisson regarding permanent status. She hopes they can work it out with the City in the next few weeks and present something to the Civil Service Commission.

APPROVAL OF MINUTES

Regular Meeting of March 5, 2012

Action: Adopt. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Human Resources Director reminded the Commission that they are in Citywide negotiations with 26 labor organizations which conclude no later than May 15, 2012 as provided by the Charter.

She was happy to hear from IFPTE Local 21 and SEIU Local 1021 regarding the Redevelopment Agency. They have had some discussions with the Unions about possible ideas they can bring to the Commission for support. She stated that the use of temporary exempt status is simply for administrative purposes only.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer's Report is included in Items 11 and 12.

**0054-12-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-11/12	Airport Commission	\$150,000	Perform an airport economic impact study to quantify SFO's current economic impact to the local and state economy. The study will quantify the direct, indirect, and induced impacts associated with the SFO's operations as related to economic activity, earnings and jobs at SFO and businesses directly related to the Airport. The standard industry practice is to seek outside expertise because of the objectivity and credibility it provides to the results of the study.	Regular	12/31/13
4096-11/12	Airport Commission	\$180,000	Provide an independent assessment and recommendation on measures to improve the shared-ride system at SFO. The consultant will interview current permittees and airline passengers; provide an in-depth diagnostic study of existing program; study best practices from intermodal hubs nationwide; identify key area of opportunities to improve shared-ride distribution; and determine optimal number and size of van companies to service SFO.	Regular	03/31/13
4097-11/12	Airport Commission	\$500,000	The consultant will analyze the Airport Signage systems, environment, and program as well as provide an overall assessment and recommendations for signage. In addition, the consultant will survey passengers, identify the top five (5) problem areas and provide analysis and recommendations on how these issues should be solved. In order to be able to adequately assess and make recommendations on signage and way finding, the consultant must have an expert technical understanding of signage philosophies and systems within a large hub airport setting that integrates multiple terminals, floor levels, concession areas, ground transportation and parking structures. The Airport staff does not have the expertise of knowing what is taking place in other airports, and needs the assistance of a consultant expert.	Regular	06/30/15
4098-11/12	Airport Commission	\$90,000,000	This request is for design-build services, separate from the Master Architect services approved under PSC #4034-10/11. The Airport's design consultant, approved under PSC #4034-10/11, will prepare bridging documents for the design-build request for proposal. The selected design-build contractor will prepare the final design, as the Engineer of Record.	Regular	03/01/15
4099-11/12	Department of Technology	\$860,000	This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions' video tape, and cablecast by the San Francisco Government Television (SFGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produces by SFGovTV for City departments.	Regular	06/30/15
4100-11/12	Municipal Transportation Agency	\$175,000	This is a pilot program to integrate Clipper Card as an optional source of payment at San Francisco Municipal Transportation (SFMTA) parking garages. The contractor will provide Clipper Card equipment, technical support, installation, computer software, and operational upgrades on existing Parking Access and Revenue Control System (PARCS) in SFMTA off-street parking facilities. The contract includes warranties for the system.	Regular	03/31/14

Civil Service Commission Meeting Minutes

Regular Meeting of March 19, 2012

4101-11/12	Business & Economic Development	\$175,000	Purchase of subscriptions to resume/job posting parsing system to process resumes and job descriptions and identify/extract data points, and translate information into easy to import format for use in other job matching systems, relying primary on context rather than fixed rules to best parse unstructured fields like work history. Required/ possessed skills are rolled-up into a standardized, hierarchical, and customizable dictionary that also includes context, duration, and recentness of use for each skill. Purchase of subscription to a web-based, interactive and report-generating applications to give users real-time access to a comprehensive database of jobs data. System should provide a variety of reports and filters to track employer hiring activity by industry, occupations, education, and skills. Development and deployment of online calendar and scheduling application that will be used by City staff as well as contracted community based organizations to promote workshops and other public offerings of the City's workforce system. Calendar and scheduling application must be integrated into existing website, able to maintain records of RSVP's, send email confirmations, and display upcoming events using filters so that users can show all events or just those associates with specific grants, programs, etc.	Regular	12/31/12
3048-10/11	Business & Economic Development	Increase Amount \$135,000 New Amount \$184,900	The City contracted this service last year and launched a pilot to use the service as described herein with great success and would like to continue this relationship another year. Purchase subscription to database program with web interface to administer non-construction First Source Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Sources Hiring requirements and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83).	Modification	06/30/13
4023-98/99	Airport Commission	Increase Amount \$800,000 New Amount \$2,560,000	Bond trustee services include payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, and assistance on other bond matters and other financial instruments. As the size and complexity of the Airport's capital finance structure grows, trustee-related transactions have become more complex and more frequent, especially due to the issuance of variable rate debt. This modification reflects the additional services anticipated for the next five years	Modification	03/31/17
4041-10/11	Airport Commission	Increase Amount \$415,000 New Amount \$640,000	This is a service modification to the Airport's SAFE system that allows communications between SFO's multiple security and credentialing systems. This modification adds required software maintenance and licensing fees to the above software service.	Modification	06/30/14

4098-04/05	Airport Commission	Increase Amount \$0 New Amount \$7,200,000	Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage. A new PARCS system will be designed, manufactured, installed, and maintained to replace the existing parking control system. There have been delays in implementation and acceptance of this system. The 3-year maintenance was part of the original contract however since the system was only recently accepted there have been delays in beginning the maintenance phase of this contract	Modification	12/31/14
4001-09/10	Municipal Transportation Agency	Increase Amount \$1,050,000 New Amount \$1,400,000	To provide on-site back strengthening, employee exercise, education and wellness program services for the SFMTA employees. Continuing the existing employee fitness program at the Presidio division, Cable Car division, and the mobile exercise component at the remaining five transit operation divisions and at the SFMTA's headquarter - One South Van Ness Ave. where the programs are addressing health and wellness issues especially related to administrative/office positions. This program will be expanded to the Metro East site during the contract extension period.	Modification	06/30/13
4109-08/09	Police	Increase Amount \$800,000 New Amount \$1,235,000	ICAD is a proprietary software system used to run the Police Message Switch and modules in its Legacy systems that interface with that Message Switch. The contractor makes as-needed modifications. Both the message switch and the legacy systems are being phased out of the Police Department and will be replaced by modern applications administered by Police Department employees.	Modification	03/01/15

Speakers:

Michael Freeman, Department of Technology spoke on PSC #4099-11/12.

Dan Roach, Municipal Transportation Agency spoke on PSC #4001-09/10.

Action:

- (1) Adopted the report; Approved request for PSC #4001-09/10 as amended. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (2) Adopted the report; Approved request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0055-12-1 Department of Human Resources' Report and in response to IFPTE Local 21's inquiry of the reporting requirements on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 8)

Speakers:

Kerry Ko, Department of Human Resources

Bob Britton, IFPTE Local 21 Field Representative stated that IFPTE Local 21 is very concerned about the proliferation of exempt appointments over the past several years. The two bargaining units, IFPTE Local 21 and SEIU Local 1021 include over 4,100 employees and out of the 4,100 more than 700 fall into the non-civil service categories. The categories they are most concerned about are those in Charter Section 10.104.16 through 10.104.18. They have 611 temporary exempt employees or 15% of the bargaining units. These

0055-12-1 (continued)

numbers have doubled since 2006. Although there is a 2% threshold on exempt appointments in the first twelve categories, there is no such threshold or cap for categories 16-18. They propose that the Commission consider the same threshold by bargaining unit on categories 16-18. There also needs to be an investigation into the justification for the increasing number of appointments outside of the civil service system. Civil service was instituted to prevent appointments of unqualified workers to government jobs through a system called political patronage.

Micki Callahan, Human Resources Director

Cherie Joiner, 2586 Health Worker II at San Francisco General Hospital stated that people who are working in as-needed positions are grateful to be given the opportunity to show what they can do.

Brenda Barros, stated there are two as-needed who took the exam for 1404 but didn't pass the test. The employees still on the list feel that the Director is blocking anyone else from being hired from the list until it expires in order to give the two people a chance to take the test again.

Don Wiggam stated that he was formerly employed in the Assessor's Office. He competed up the ladder to a Senior Real Property Appraiser with 17 years experience. Recently his geographic area was eliminated and the people that are now doing his work have never competed for a civil service position. It is now his understanding that for any promotive positions that he has applied for the last two times, he was in the top three and reachable. The next time that position is open, these same people who have never competed in a civil service exam are going to be on the same footing as he even though they barely have a year's experience.

Alex Tonisson, IFPTE Local 21 stated that in addition to his duties as a Union representative for the Redevelopment Agency, he also represents four Chapters in the City and County of San Francisco. He also stated that he has had to represent employees who are being laid off or let go from exempt positions and it is very clear that when a lot of the members are hired into these positions they don't understand what that means, especially coming from the private sector.

Gideon Custudio stated that it is not fair how the rules are changed in the middle of the game.

Mary Marzotta, IFPTE Local 21 Vice President and a 2798 Contract Compliance Officer in the Office of Labor Standards stated that as an officer of Local 21, there are two issues of utmost importance to the members: 1) Addressing the contracting out of projects through personal services contracts, and 2) The hiring of Temporary Exempt (TE) employees and the increasing amount of those employees. Her department is very small. There are 15 Local 21 covered employees. Until 2008 all of those positions were permanent positions but since 2000, all of the hires have all been TE. Now there may be justified reasons why four positions or 28% are all exempt, but the members would like to know what the justification is.

Sylvia Alvarez-Lynch, SEIU Local 1021 acknowledged Vice President Favetti's appointment to the Commission. She stated that although she is a member of SEIU Local 1021, she supports Local 21. She stated that being green and saving paper is a great excuse, but when it comes to legal matters and discrimination suits, we need paper. It would behoove the City to have information in paper and electronic files, to have historical

records as to why a permanent position becomes exempt. Her concern is that clerical positions save the City lots of money but are continuously being replaced by management positions, yet we have no real way of substantiating an argument because we don't have true information.

T. J. Lansing, Municipal Transportation Agency stated that he is a Civil Engineer and urged the Human Resources Department to do an investigation of the Temporary Exempt positions at the Municipal Transportation Agency to determine the justification for the position.

Carmen Herrera, SEIU Local 1021 and a 2992 Contract Compliance Officer in the Office of Labor Standards. She named many of the positions she has held and the organizations she has worked with and stated that one of the things they were always concerned about is to always have an equal playing field in reference to getting City jobs. It is very important for the Commission to consider increasing the civil service positions.

Action: Adopt report. (Vote of 4 to 0)

0041-12-5 Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311.10 – Rating Keys – Fire Department of a Pilot Program to Allow the Release of Rating Keys. (Item No.9)

March 5, 2012: Authorized the Department of Human Resources (DHR) to establish a pilot program which will allow the release of the rating keys for review by Fire Department promotional candidates of examinations developed by the Department of Human Resources. The Commission provided the following guidelines and conditions of the pilot program:

1. The pilot program shall sunset no later than two (2) years;
2. DHR will provide the Commission with quarterly reports on the status, problems and successes of the pilot program;
3. The Commission has full discretion to terminate the pilot program; and
4. As no protests are being allowed, that DHR remains committed to reviewing concerns and addressing those as is its normal requirement.

The Commission further directed drafting of a Rule proposal to be posted as required for a minimum of ten (10) consecutive calendar days prior to adoption (Rule 301.5) at its March 19, 2012 meeting. The proposed amendments to Rule 311.10 are necessary in enabling the implementation of the pilot program.

Speakers: Anita Sanchez, Executive Officer
Diane Sidd-Champion, Attorney, Firefighters Local 798

Action: Adopted. (Vote of 4 to 0)

0047-11-6 Appeal by Prince Hollowell of the Human Resources Director's determination of insufficient evidence to support a claim of discrimination and retaliation due to age or national origin. (Item No. 10)

December 19, 2011: Continued to the meeting of March 5, 2012 at the request of Prince Hollowell.

March 5, 2012: Continued to the meeting of March 19, 2012 at the request of Jessica Juarez, Attorney for Appellant. It was stipulated this will be the last continuance granted.

Speakers: Svetlana Vaksberg, Department of Human Resources
Jessica Juarez, Attorney for Appellant

Action: Adopted the report. Sustained the decision of the Human Resources Director; denied the appeal of Prince Hollowell.
(Vote of 4 to 0)

0345-11-2 Progress Report: Salary Setting for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (Item No. 11)

January 9, 2012: Accepted the report.

February 6, 2012: Accepted the report.

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report. (Vote of 4 to 0)

0056-12-1 Process and Procedures on filling the Upcoming Vacancy of the position of Executive Officer, Civil Service Commission due to the Impending Retirement of Anita Sanchez, Executive Officer. (Item No. 12)

Speakers: Anita Sanchez, Executive Officer

Note: The Commissioners extended accolades to the Executive Officer and expressed their sadness that she will be retiring. They all wished her the best of health and happiness in her retirement.

Action: Accepted the report. (Vote of 4 to 0)

0256-10-7 **Determination of future employability: Dismissal of permanent civil service appointment of Russell Brugioni, Plumber (Job Code 7347) with the San Francisco Unified School District. (Item No. 13)**

Disclosure: Vice President Kate Favetti disclosed that her husband worked for the San Francisco Unified School District many years ago and knew Mr. Powell who is mentioned in the report. She stated that she will be able to rule on the case without prejudice.

Speakers: Candace Kronick, San Francisco Unified School District
Robert Jaret, Attorney for Appellant
Larry Mazzola, Jr., Plumbers Union Local 38
Robert Brugioni, Appellant's father
Russell Brugioni, Appellant

Action: Adopted the report. Sustained the recommendation of the San Francisco Unified School District and adopted the following restriction on the future employment of Russell Brugioni: No future employment with the San Francisco Unified School District. (Vote of 3 to 1; Commissioner Jung dissented)

0031-11-7 **Determination of future employability: Termination for Cause of Provisional appointment of Joseph Baggetta, Utility Plumber Apprentice (Job Code 7463) with the Public Utilities Commission. (Item No. 14)**

Speakers: Criss Romero, Public Utilities Commission
Diane Sidd-Champion, Attorney for Appellant
Joseph Baggetta, Appellant
Larry Mazzola, Jr., Plumbers Union Local 38

Action: Adopted the report. Sustained the recommendation of the Public Utilities Commission and adopted the following restrictions on the future employment of Joseph Baggetta: Cancel any current examination and eligibility status; No future employment with the Public Utilities Commission, and; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0050-11-7 **Determination of future employability: Dismissal of permanent civil service appointment of Juan Cisneros, General Laborer (Job Code 7514) with the Public Utilities Commission. (Item No. 15)**

Speakers: Criss Romero, Public Utilities Commission
Tony Brass, Attorney for Appellant

Action: Adopted the report. Sustained the recommendation of the Public Utilities Commission and adopted the following restrictions on the future employment of Juan Cisneros: No future employment with the Public Utilities Commission, and; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0030-11-7 **Determination of future employability: Dismissal of permanent civil service appointment of Silas Lee, Utility Plumber (Job Code 7388) with the Public Utilities Commission. (Item No. 16)**

Speakers: Criss Romero, Public Utilities Commission
Diane Sidd-Champion, Attorney for Appellant
Larry Mazzola, Jr., Plumbers Union Local 38

Action: Adopted the report. Sustained the recommendation of the Public Utilities Commission and adopted the following restrictions on the future employment of Silas Lee: Cancel any current examination and eligibility status; No future employment with the Public Utilities Commission; and, No future employment with the City and County of San Francisco. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No 17)

None.

ADJOURNMENT (Item No. 18)

5:15 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
April 2, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

03-27-12P02:22 RCVD

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

GOVERNMENT
DOCUMENTS DEPT

MAR 27 2012

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of April 2, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 2, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of March 19, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0071-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4102-11/12	Emergency Management	\$6,566,042	DEM is upgrading its current CAD software to the new Total Command Computer Aided Dispatching Platform. This will consist of deploying hardware and customized, proprietary software developed by Tiburon Inc. The system connects to several interfaces including Police Records, Fire Records, CLETS/NCIC, 911 Telephones to provide the best form of communications.	Regular	11/30/17
4103-11/12	Fire Department	\$300,000	Provider must be available to perform maintenance and repair, as needed, 24 hours per day, seven days per week. Additionally, work must be performed by a qualified, certified vendor recognized by the exhaust extractor manufacturer; otherwise, the warranty would be nullified.	Regular	06/30/15
4104-11/12	General Services Agency	\$90,000	To provide 22 card key entry systems throughout the building, complete with suppressors, electrical locking, card keys and elevator access control.	Regular	06/30/12
4105-11/12	General Services Agency	\$5,000,000	Contractor will provide structural pest control work for City facilities. This includes inspections of buildings, recommendations for pest prevention, use of mechanical, physical, and chemical controls (including pesticides), monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with IPM managers at Dept. of Environment and individual City facilities managers to identify IPM needs and review work completed and potential changes to IPM plan at monthly IPM meetings conducted by the Dept of Environment.	Regular	03/31/15

Civil Service Commission Meeting Agenda

Regular Meeting of April 2, 2012

4106-11/12	Public Health	\$1,800,000	For continued support and custom development of the One-c-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers. On an annual basis, 200 trained application assistants use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system end users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.	Regular	06/30/17
4107-11/12	Public Works	\$325,000	Consultant shall advance and manage funds related to the Youth and Young Adult Summer Employment Program. Consultant to directly supervise and administer the summer employment program with an anticipated 120 high-risk participants aged 16-24 on various projects, at locations as agreed upon with DPW staff. Activities include litter collection, debris removal, weeding, maintenance of plant material, street sweeping, sidewalk cleaning and maintenance, graffiti removal.	Regular	03/31/13
4056-10/11	Treasurer/ Tax Collector	Increase Amount \$0 New Amount \$200,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue to audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.	Modi- fication	06/30/14
3027-11/12	Controller	Increase Amount \$52,000 New Amount \$100,000	Augment the scoping of the City's Financial Accounting and Management Information System (FAMIS) replacement project by documenting the financial functions of major ancillary, departmental systems which interface to FAMIS and depend upon FAMIS data for operation. These ancillary systems include purchasing, contract tracking, reporting, inventory, ordering and other key departmental financial related systems that run in parallel with FAMIS. The contractor will review and document, at a high level, the functionality and data of those systems to identify common or unique functions which could be considered for inclusion in the scope of a FAMIS replacement. The contractor will also review and document key, specialized FAMIS processes and related procedures, to help determine which must be included in a FAMIS replacement, and which can also be improved by more immediate, cost effective, changes in the current environment. The contractor may further define and test those immediate changes. This work will ultimately be used to help define the scope of a new Citywide financial system.	Modi- fication	09/06/13

4033-10/11	Airport Commission	Increase Amount \$1,800,000 New Amount \$2,250,000	To provide SFO Operations & Security with on-site maintenance and technical and installation services for hardware and software upgrades to the Intergraph computer-aided dispatch (I/CAD) system which includes I/Backup, I/LEADS and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD, Mapping Upgrade and Maintenance Support. In the past, the Airport's Operations & Security Division, which includes Communications and SFPD Airport Bureau, would each enter into a separate contract. The Airport has determined that it is more effective to have one maintenance contract for this system since we estimate the system has at least a five (5) year useful life remaining (possibly 10 years).	Modification	06/30/17
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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Request to grant permanent status to employees with temporary civil service status in Class 2303 Patient Care Assistant at Department of Public Health upon completion of probationary period. (File No. 0072-12-2) – Action Item**

Recommendation: Adopt report; Grant permanent status to each temporary civil service 2303 Patient Care Assistant effective March 29, 2009, upon completion of a probationary period, to commence on the date following the Commission's action, April 3, 2012.

- (9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (10) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
April 2, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:04 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Kevin Hughes, IBEW Local 6 spoke regarding the Class 9241 Airport Head Electrician Exam. He was concerned about the specific modification made to the minimum qualifications and the removal of the high voltage language.

He also spoke on the Notice of Proposed Classification Actions by the Human Resources Director to amend the 9240 Airport Electrician position. Currently, the incumbent retired after some 26 years. The Airport temporarily appointed someone that did not meet the two year requirement of high voltage experience for 600 volts. The department said that the person is in an acting assignment, but did not provide an acting assignment payroll form. In addition, they assigned two under 600 volt electricians who do not meet the State required two year minimum experience, to go to meter training for a meter system over 600 volts.

He wanted to establish on the record that IBEW Local 6 does not forfeit any right or acquiesce as it relates to its objection to filling the position with people who do not meet the State required two year minimum experience.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of March 19, 2012

Action: Adopted as amended. (Vote of 4 to 0)**HUMAN RESOURCES DIRECTOR'S REPORT** (Item No. 5)

The Human Resources Director reported to the Commission that the City reached agreement with the Redevelopment Agency (RDA) unions. There are a few issues still being worked out. There is an agreement that they will approach the Commission in two areas: 1) looking to identify a mechanism for promotive points because these are now City employees prior to layoff on March 31st; and, 2) looking at a priority eligible list to be a RDA Only, a one-time program that will exist during the transition period of the RDA to the successor agency which is a two-year period, ending on January 31, 2014.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer updated the Commission on the status of Gideon Custodio. He has submitted his papers to the Civil Service Commission and his issues are being investigated and an inspection of referrals from the eligible list is being conducted.

0071-12-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4102-11/12	Emergency Management	\$6,566,042	DEM is upgrading its current CAD software to the new Total Command Computer Aided Dispatching Platform. This will consist of deploying hardware and customized, proprietary software developed by Tiburon Inc. The system connects to several interfaces including Police Records, Fire Records, CLETS/NCIC, 911 Telephones to provide the best form of communications.	Regular	11/30/17
4103-11/12	Fire Department	\$300,000	Provider must be available to perform maintenance and repair, as needed, 24 hours per day, seven days per week. Additionally, work must be performed by a qualified, certified vendor recognized by the exhaust extractor manufacturer; otherwise, the warranty would be nullified.	Regular	06/30/15
4104-11/12	General Services Agency	\$90,000	To provide 22 card key entry systems throughout the building, complete with suppressors, electrical locking, card keys and elevator access control.	Regular	06/30/12

Civil Service Commission Meeting Minutes

Regular Meeting of April 2, 2012

4105-11/12	General Services Agency	\$5,000,000	Contractor will provide structural pest control work for City facilities. This includes inspections of buildings, recommendations for pest prevention, use of mechanical, physical, and chemical controls (including pesticides), monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with IPM managers at Dept. of Environment and individual City facilities managers to identify IPM needs and review work completed and potential changes to IPM plan at monthly IPM meetings conducted by the Dept of Environment.	Regular	03/31/15
4106-11/12	Public Health	\$1,800,000	For continued support and custom development of the One-e-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers. On an annual basis, 200 trained application assistants use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system end users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.	Regular	06/30/17
4107-11/12	Public Works	\$325,000	Consultant shall advance and manage funds related to the Youth and Young Adult Summer Employment Program. Consultant to directly supervise and administer the summer employment program with an anticipated 120 high-risk participants aged 16-24 on various projects, at locations as agreed upon with DPW staff. Activities include litter collection, debris removal, weeding, maintenance of plant material, street sweeping, sidewalk cleaning and maintenance, graffiti removal.	Regular	03/31/13
4056-10/11	Treasurer/ Tax Collector	Increase Amount \$0 New Amount \$200,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue to audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.	Modification	06/30/14

Civil Service Commission Meeting Minutes

Regular Meeting of April 2, 2012

3027-11/12	Controller	Increase Amount \$52,000 New Amount \$100,000	Augment the scoping of the City's Financial Accounting and Management Information System (FAMIS) replacement project by documenting the financial functions of major ancillary, departmental systems which interface to FAMIS and depend upon FAMIS data for operation. These ancillary systems include purchasing, contract tracking, reporting, inventory, ordering and other key departmental financial related systems that run in parallel with FAMIS. The contractor will review and document, at a high level, the functionality and data of those systems to identify common or unique functions which could be considered for inclusion in the scope of a FAMIS replacement. The contractor will also review and document key, specialized FAMIS processes and related procedures, to help determine which must be included in a FAMIS replacement, and which can also be improved by more immediate, cost effective, changes in the current environment. The contractor may further define and test those immediate changes. This work will ultimately be used to help define the scope of a new Citywide financial system.	Modi- fication	09/06/13
4033-10/11	Airport Commission	Increase Amount \$1,800,000 New Amount \$2,250,000	To provide SFO Operations & Security with on-site maintenance and technical and installation services for hardware and software upgrades to the Intergraph computer-aided dispatch (I/CAD) system which includes I/Backup, I/LEADS and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD, Mapping Upgrade and Maintenance Support. In the past, the Airport's Operations & Security Division, which includes Communications and SFPD Airport Bureau, would each enter into a separate contract. The Airport has determined that it is more effective to have one maintenance contract for this system since we estimate the system has at least a five (5) year useful life remaining (possibly 10 years).	Modi- fication	06/30/17
4093-09/10	Police	Increase Amount \$600,000 New Amount \$1,000,000	Contractor will provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions about prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Contractor shall have a business site with adequate interrogation facilities divided by one way mirrors and equipped with sound devices, and video and audio recording equipment.	Modi- fication	06/30/14

Speakers: Jacquie Hale and Lindsey Angelats, Department of Public Health spoke on PSC #4106-11/12.

Action: Adopted the report; Approved request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0072-12-2 Request to grant permanent status to employees with temporary civil service status in Class 2303 Patient Care Assistant at Department of Public Health upon completion of probationary period. (Item No. 8)

Speakers: Elizabeth Jacobi, Department of Public Health
Gus Feldman, SEIU Local 1021 Field Representative

- Action:**
- (1) Adopted report; Granted permanent status to each temporary civil service 2303 Patient Care Assistant effective March 29, 2009, upon completion of a probationary period, to commence on the date following the Commission's action, April 3, 2012.
 - (2) Extended the 2302 Holdover Roster for an additional five years to March 31, 2019. Individuals must meet the minimum qualifications of the job;
 - (3) Department directed to submit a supplemental staff report to include responses to the following questions: 1) date(s) of layoff action and return to duty; 2) budgetary status of position(s) in Class 2302; 3) status of Holdover roster in Class 2302; 4) tie-breaking mechanisms for Class 2303 in the event layoffs occur in the Class; and, 5) the Department's intent on future use of the 2302 Class.
 - (4) Department to add to the listing of employees the date they were laid off, their holdover status in Class 2302 and the date they were appointed to duty in Class 2303. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

None.

ADJOURNMENT (Item No 10)

3:14 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
April 16, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

04-10-12A09:40 RCVD

RATIFICATION AGENDA

CONSENT AGENDA

GOVERNMENT
DOCUMENTS DEPT

REGULAR AGENDA

APR 10 2012

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

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ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of April 16, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 16, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of April 2, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) COMMENDATION AGENDA

Commendation for Paul Zarefsky, Deputy City Attorney for his outstanding service as General Counsel to the Civil Service Commission. (File No. 0083-12-1) – Action Item

Recommendation: Adopt.

(6) HUMAN RESOURCES DIRECTOR'S REPORT

(7) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Review of request for approval of proposed personal services contracts.
(File No. 0084-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4108-11/12	Art Commission	\$1,646,800	Design, fabricate and install artwork for San Francisco International Airport for new SFO construction in Terminal 3, (Boarding Areas E and F), and the new Control Tower building.	Regular	06/30/15
4109-11/12	Environment	\$60,000	The Contractor must implement an educational campaign directed to motorcycle owners in San Francisco and must perform the following functions: 1) Identify local venues, events, forums and networks conducive to reaching motorcyclists, 2) Inform DIYers of the requirement to recycle used motor oil and filters, 3) Provide specific information on disposal options, 4) Develop an incentives program to encourage proper disposal, 5) Organize and conduct person-to-person outreach and education based on demonstrated behavior change strategies, 6) Create advertisements in media that may include online sites, print and and/or broadcast media, 7) Provide any necessary materials, incentives and supporting web-based tools for behavior assessments needed to conduct successful outreach and education among motorcyclists.	Regular	12/31/12
4110-11/12	Human Resources	\$200,000	Contractor will provide technical consulting services necessary to 1) analyze the physical ability requirements for Q-2 Police Officer; 2) review the design and content of the current Q-2 physical ability examination, and revise it if necessary, based on those requirements to ensure the selection procedure is valid, and; 3) recommend a passing point on the physical ability examination component to ensure that it is valid and defensible.	Regular	12/31/14
4111-11/12	Human Resources	\$400,000	Contractor will provide web-based computer software licensings and software support for a proprietary training program for City supervisors and managers that meet the requirements of California Government Code Section 129501.1.	Regular	05/31/18
4112-11/12	Juvenile Court	\$300,000	This one-time contract, with ongoing hosting services, will seek to develop and implement a web-based case management software to assist Probation Officers in assessing and monitoring youthful offenders.	Regular	05/14/14

Civil Service Commission Meeting Agenda

Regular Meeting of April 16, 2012

4113-11/12	Public Health	\$50,000,000	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Admin Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the Community Health Authority, is a government entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: 1) assists in eligibility and enrollment functions, 2) manages participant fee billing and collection, 3) receives utilization data and develops utilization reports, 4) communicates program information to participants, 5) handles external communications and outreach activities, 6) conducts provider network development and communication, 7) ensures reimbursement to non-DPH health care providers in network, 8) manages participation of employers and employees, 9) coordinates chronic care management/health promotion services, 10) oversees customer service, and 11) provides other administrative functions. SFHP provides similar services for SFPATH, a federally supported healthcare program for low-income adults which the Department launched in July 2011 as required under California's 1115 Medicaid Waiver.	Regular	06/30/14
4114-11/12	Public Utilities Commission	\$500,000	Specialized professional services to provide expert risk assessment related to naturally occurring asbestos (NOA) on the Calaveras Dam Replacement Project (CDRP) in Alameda County, CA. Services to include critical review of air monitoring data collected during construction and to make recommendations for modifications to the air monitoring methodology and/or other actions based on results.	Regular	04/16/16
4106-09/10	Airport Commission	Increase Amount \$5,000,000 New Amount \$7,400,000	Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. Construction Management services on this project were originally approved for \$2.4M; however, due to the increased project scope and duration of the Terminal 3, Boarding Area E Improvements Project, the Airport has increased the budget. The construction project scope now includes expanding the building's footprint by approximately 18,700 square feet and updating fixtures to code. The existing footprint of the building is approximately 48,000 square feet. Construction Management services have increased to incorporate the applicable seismic work.	Modification	02/01/17

Civil Service Commission Meeting Agenda

Regular Meeting of April 16, 2012

4008-09/10	Public Utilities Commission	Increase Amount \$300,000 New Amount \$600,000	This service is necessary as an adjunct to the SFPUC SFGreasecycle program designed to reduce or eliminate grease discharges to the sewer system. This successful pilot program now provides cooking oil collection service, as well as participation in a renewable energy program, to over 600 San Francisco restaurants as well as City residents. Expansion of this program to adequately handle other organic waste streams allows for dramatic reduction in SFPUC greenhouse gas emissions while procuring "energy Rich" assets to be utilized in co-generation of our treatment plants and biodiesel for the SFPUC fleet. Without this program there is no low cost alternative for commercial enterprises to grease disposal and other incentives to eliminate grease disposal to the sewer system. Further, not expanding this program would result in reduced revenue and possible penalties.	Modification	07/01/15
4054-08/09	Public Utilities Commission	Increase Amount \$15,000,000 New Amount \$29,700,000	This modification is necessary because there are several projects (see attached list) that will require as-needed environmental services. Additional Sewer System Improvement Program (SSIP) projects, Hetch Hetchy Water and Power Improvement Program (HHIP) projects, and other capital projects will be identified during the Agreements' durations. These infrastructure improvement programs and other capital projects require additional short-term, specialized work and technical expertise to support their environmental, design, and construction management phases. Without the information and recommendations generated by this specialized expertise, these phases can be delayed or stopped; hence construction would be delayed or, if environmental permits were not obtained, disallowed.	Modification	03/30/18
4067-09/10	Public Utilities Commission	Increase Amount \$900,000 New Amount \$1,150,000	An outside specialty contractor was hired to treat the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth. Although, the City provides the chemical for the treatment, the contractor has provided the expert labor and all specialty equipment to disperse the chemical. Denial of this request will prohibit the Water Supply and Treatment Division of the PUC from controlling algal growth in its local source water reservoirs. This could lead to a violation of governmental resource agency regulations and potential water delivery shortages to the City and over 40 wholesale customers.	Modification	04/30/21

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(9) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2012-2013.
(File No. 0092-12-3) – Action Item**

Recommendation: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2012.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(10) Review of request for approval of proposed personal services contract – Omit Posting.
(File No. 0085-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-11/12	Public Defender	\$72,166	Center on Juvenile and Criminal Justice (CJCJ) youth advocate services are necessary to provide community support and monitoring to youth at their school sites, in Court, in their homes and in their communities. CJCJ will provide and intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The LEAP attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney – client privilege. While the education attorney advocates for the legal educational rights of the youth, the youth advocate ensures that an individualized service plan is developed for the youth to provide consistent and close supervision of the youth in compliance with education plans. The youth advocate will be based in the community and will work daily in the schools, interacting with school teachers, administrators, and support staff. The youth advocate will also assist the LEAP attorney in advocating for educational system's reform by conducting education workshops for parents and guardians who are the education rights holders of youth, testifying before school board hearings and meetings, and interfacing with community based agencies to improve policies and procedures that impact school success for Public Defender juvenile clients.	Regular	12/31/12

Recommendation: Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration.

- (11) **Preliminary Report of Salary Survey Results: Salary Setting for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (File No. 0345-11-2) – Action Item**

January 9, 2012: Accepted the report.

February 6, 2012: Accepted the report.

March 19, 2012: Accepted the report.

Recommendation: Accept the report.

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting April 16, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President E. Dennis Normandy	Notified absence.
Vice President Kate Favetti	Present
Commissioner Scott R. Helffond	Present
Commissioner Mary Y. Jung	Present

Vice President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Edith Horner, former Redevelopment Agency employee inquired on the status of a proposed rule for a "Redevelopment Agency Only Priority Eligible List" to be added to the Civil Service Commission Rules as a result of an agreement between the City, SEIU Local 1021 and IFPTE Local 21. The proposed rule would allow former employees of the RDA who were laid-off to be rehired by the City and County of San Francisco before any other outside applicant.

Ed Warshauer, SEIU Local 1021 requested that Item #9 on the Consent Agenda be severed.

APPROVAL OF MINUTES

Regular Meeting of April 2, 2012

Action: Adopted. (Vote of 3 to 0)

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COMMENDATION AGENDA**0083-12-1 Commendation for Paul Zarefsky, Deputy City Attorney for his outstanding service as General Counsel to the Civil Service Commission. (Item No. 5)**

Speakers: Anita Sanchez, Executive Officer
 Kate Favetti, Vice President
 Commissioner Mary Jung
 Paul Zarefsky, Deputy City Attorney

Action: Adopted. (Vote of 3 to 0)

Note: Mr. Zarefsky thanked the Commission for the Commendation and stated that much of his work has been a collaborative effort of the staff of the Office of the City Attorney. It has been an honor for him to serve the Commission and he accepts the Commendation on behalf of his entire Office. He introduced Deputy City Attorney Sallie Gibson who will replace him as General Counsel to the Commission and stated that she is well qualified for the task.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

No report.

0084-12-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4108-11/12	Art Commission	\$1,646,800	Design, fabricate and install artwork for San Francisco International Airport for new SFO construction in Terminal 3, (Boarding Areas E and F), and the new Control Tower building.	Regular	06/30/15
4109-11/12	Environment	\$60,000	The Contractor must implement an educational campaign directed to motorcycle owners in San Francisco and must perform the following functions: 1) Identify local venues, events, forums and networks conducive to reaching motorcyclists, 2) Inform DIYers of the requirement to recycle used motor oil and filters, 3) Provide specific information on disposal options, 4) Develop an incentives program to encourage proper disposal, 5) Organize and conduct person-to-person outreach and education based on demonstrated behavior change strategies, 6) Create advertisements in media that may include online sites, print and and/or broadcast media, 7) Provide any necessary materials, incentives and supporting web-based tools for behavior assessments needed to conduct successful outreach and education among motorcyclists.	Regular	12/31/12

Civil Service Commission Meeting Minutes

Regular Meeting of April 16, 2012

4110-11/12	Human Resources	\$200,000	Contractor will provide technical consulting services necessary to 1) analyze the physical ability requirements for Q-2 Police Officer; 2) review the design and content of the current Q-2 physical ability examination, and revise it if necessary, based on those requirements to ensure the selection procedure is valid, and; 3) recommend a passing point on the physical ability examination component to ensure that it is valid and defensible.	Regular	12/31/14
4111-11/12	Human Resources	\$400,000	Contractor will provide web-based computer software licenses and software support for a proprietary training program for City supervisors and managers that meet the requirements of California Government Code Section 129501.1.	Regular	05/31/18
4112-11/12	Juvenile Court	\$300,000	This one-time contract, with ongoing hosting services, will seek to develop and implement a web-based case management software to assist Probation Officers in assessing and monitoring youthful offenders.	Regular	05/14/14
4113-11/12	Public Health	\$50,000,000	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Admin Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the Community Health Authority, is a government entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: 1) assists in eligibility and enrollment functions, 2) manages participant fee billing and collection, 3) receives utilization data and develops utilization reports, 4) communicates program information to participants, 5) handles external communications and outreach activities, 6) conducts provider network development and communication, 7) ensures reimbursement to non-DPH health care providers in network, 8) manages participation of employers and employees, 9) coordinates chronic care management/health promotion services, 10) oversees customer service, and 11) provides other administrative functions. SFHP provides similar services for SFPATH, a federally supported healthcare program for low-income adults which the Department launched in July 2011 as required under California's 1115 Medicaid Waiver.	Regular	06/30/14
4114-11/12	Public Utilities Commission	\$500,000	Specialized professional services to provide expert risk assessment related to naturally occurring asbestos (NOA) on the Calaveras Dam Replacement Project (CDRP) in Alameda County, CA. Services to include critical review of air monitoring data collected during construction and to make recommendations for modifications to the air monitoring methodology and/or other actions based on results.	Regular	04/16/16

Civil Service Commission Meeting Minutes

Regular Meeting of April 16, 2012

4106-09/10	Airport Commission	Increase Amount \$5,000,000 New Amount \$7,400,000	Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. Construction Management services on this project were originally approved for \$2.4M; however, due to the increased project scope and duration of the Terminal 3, Boarding Area E Improvements Project, the Airport has increased the budget. The construction project scope now includes expanding the building's footprint by approximately 18,700 square feet and updating fixtures to code. The existing footprint of the building is approximately 48,000 square feet. Construction Management services have increased to incorporate the applicable seismic work.	Modification	02/01/17
4008-09/10	Public Utilities Commission	Increase Amount \$300,000 New Amount \$600,000	This service is necessary as an adjunct to the SFPUC SFGreasecycle program designed to reduce or eliminate grease discharges to the sewer system. This successful pilot program now provides cooking oil collection service, as well as participation in a renewable energy program, to over 600 San Francisco restaurants as well as City residents. Expansion of this program to adequately handle other organic waste streams allows for dramatic reduction in SFPUC greenhouse gas emissions while procuring "energy Rich" assets to be utilized in co-generation of our treatment plants and biodiesel for the SFPUC fleet. Without this program there is no low cost alternative for commercial enterprises to grease disposal and other incentives to eliminate grease disposal to the sewer system. Further, not expanding this program would result in reduced revenue and possible penalties.	Modification	07/01/15
4054-08/09	Public Utilities Commission	Increase Amount \$15,000,000 New Amount \$29,700,000	This modification is necessary because there are several projects (see attached list) that will require as-needed environmental services. Additional Sewer System Improvement Program (SSIP) projects, Hetch Hetchy Water and Power Improvement Program (HHIP) projects, and other capital projects will be identified during the Agreements' durations. These infrastructure improvement programs and other capital projects require additional short-term, specialized work and technical expertise to support their environmental, design, and construction management phases. Without the information and recommendations generated by this specialized expertise, these phases can be delayed or stopped; hence construction would be delayed or, if environmental permits were not obtained, disallowed.	Modification	03/30/18
4067-09/10	Public Utilities Commission	Increase Amount \$900,000 New Amount \$1,150,000	An outside specialty contractor was hired to treat the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth. Although, the City provides the chemical for the treatment, the contractor has provided the expert labor and all specialty equipment to disperse the chemical. Denial of this request will prohibit the Water Supply and Treatment Division of the PUC from controlling algal growth in its local source water reservoirs. This could lead to a violation of governmental resource agency regulations and potential water delivery shortages to the City and over 40 wholesale customers.	Modification	04/30/21

0084-12-8 (continued)

Speakers: Dave Johnson and Brent Lewis, Department of Human Resources spoke on PSC #4110-11/12.

Action: Adopted the report; Approved request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0092-12-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2012-2013. (Item No. 9)**

Speakers: Rich David, Department of Human Resources
Susanne Paradis, Registered Nurse, Department of Public Health
Steve Ponder, Department of Human Resources
Paul Zarefsky, Deputy City Attorney
Ed Warshauer, SEIU Local 1021
Peter Finn, Teamsters Local 856
Rebecca Morrow, Registered Nurse, Department of Public Health
Liz Hewlett, Registered Nurse, Department of Public Health

Action: Adopted the report; Certified to the Board of Supervisors the Medical Center A Staff Nurse II rate of \$69.97 is the highest prevailing wage rate in effect on April 15, 2012. (Vote of 3 to 0)

The Commission supported a condition to the motion added by Commissioner Heldfond that the Department of Human Resources, SEIU Local 1021 and Teamsters Local 856 work together to discuss the feasibility of a separate report on the benefits portion or a methodology for the survey.

0085-12-8

Review of request for approval of proposed personal services contract – Omit Posting. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-11/12	Public Defender	\$72,166	Center on Juvenile and Criminal Justice (CJCJ) youth advocate services are necessary to provide community support and monitoring to youth at their school sites, in Court, in their homes and in their communities. CJCJ will provide and intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The LEAP attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney – client privilege. While the education attorney advocates for the legal educational rights of the youth, the youth advocate ensures that an individualized service plan is developed for the youth to provide consistent and close supervision of the youth in compliance with education plans. The youth advocate will be based in the community and will work daily in the schools, interacting with school teachers, administrators, and support staff. The youth advocate will also assist the LEAP attorney in advocating for educational system's reform by conducting education workshops for parents and guardians who are the education rights holders of youth, testifying before school board hearings and meetings, and interfacing with community based agencies to improve policies and procedures that impact school success for Public Defender juvenile clients.	Regular	12/31/12

Speakers: Patricia Lee, Office of the Public Defender

Action: Adopted the report; Approved request for proposed personal services contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0345-11-2

Preliminary Report of Salary Survey Results: Salary Setting for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (Item No. 11)

January 9, 2012: Accepted the report.

February 6, 2012: Accepted the report.

March 19, 2012: Accepted the report.

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

Vice President Favetti requested the staff to look into reasons for the prices charged for the raising of the flag by the Department of Public Works according to the article in the San Francisco Examiner. She also inquired about the status of the information she requested regarding the hiring process of a Plumber Supervisor at the San Francisco Unified School District.

ADJOURNMENT (Item No. 13)

3:13 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
May 7, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON
TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

05-01-12P03:34 RCVD

GOVERNMENT
DOCUMENTS DEPT

MAY - 1 2012

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of May 7, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 7, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of April 16, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) COMMENDATIONS AGENDA

Commendation for Morgan R. Gorrone for his dedicated service to the City and County of San Francisco as a Civil Service Commissioner from February 4, 2000 through August 30, 2011; and his leadership as President of the Civil Service Commission from June 3, 2003 through May 31, 2004 and June 2, 2009 through June 7, 2010. (File No. 0114-12-1) – Action Item

Recommendation: Approve.

(6) HUMAN RESOURCES DIRECTOR'S REPORT

(7) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Review of request for approval of proposed personal services contracts.
(File No. 0115-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4116-11/12	Art Commission	\$192,780	Contract for artist to design, fabricate, transport, and install artwork 28 for Daggett Park.	Regular	12/31/15
4117-11/12	Environment	\$150,000	To provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2005 and May of 2006. This will include general financial analysis of the rate adjustment application to determine if costs are reasonable and appropriate, performing various rate-related surveys, preparing estimates of effects on rates and miscellaneous preparation and follow-up work.	Regular	09/30/13
4118-11/12	Municipal Transportation Agency	\$400,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of 3 full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, which adversely affect job performance.	Regular	03/31/13
4119-11/12	Municipal Transportation Agency	\$32,500,000	The contractor will provide a Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet only that consists of 151 Breda LRVs, 39 historic streetcars, and 31 cable cars: Supply vehicle parts, with strict performance guidelines requiring defined response times and fill rates; Ensure parts provided allow SFMTA to meet its objectives in terms of reliability (i.e., Mean Distance Between Failures MDBF, service interruptions); and ensure SFMTA safety standards are met in any program activity.	Regular	09/30/17

Civil Service Commission Meeting Agenda

Regular Meeting of May 7, 2012

4120-11/12	Port Commission	\$4,500,000	The Port intends to issue a Request of Qualifications to establish a pool of three (3) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually Maritime related for maintenance and improvements for the Port's aging infrastructure.	Regular	06/30/16
4121-11/12	Public Utilities Commission	\$400,000	Provide file conversation/file relocation services between San Francisco Public Utilities Commission (SFPUC) staff, contractors, vendors, etc. for the SFPUC's move to its new headquarters at 525 Golden Gate Avenue.	Regular	12/31/12
4111-10/11	District Attorney	Increase Amount \$72,500 New Amount \$145,000	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration. This modification is to extend the grant period and add funding for continuation of the same services.	Modification	06/30/13
4017-10/11	Environment	Increase Amount \$105,000 New Amount \$180,000	The GreenFinanceSF program still has funds available to continue the program. In order to continue the program, the Department needs to extend the services of the contractor who administers the website, processes applications and payments, and provides required program reporting. Not to continue to provide these services would mean that the program would have to be cancelled. GreenFinanceSF is a City sponsored Clean Energy Loan Program ("PACE" program) which will allow property owners (residential and commercial) to install electric and thermal solar systems and make energy efficiency improvements to their buildings and pay for the cost of such improvements over 20 years through a special tax on their property tax bills. The contractor will administer (and finance) the program. The administrative services include program design services; program implementation services, including: web portal with online application interface, project data tracking; program marketing and communications (web, print, in person, training materials); program administration services including: application processing, request, and payment; program reporting, program documentation, and customer services; special tax administrative services (special tax apportionment method, data collection, boundary map preparation and recordation, contributions to disclosure documents, annual special; tax levy calculation and enrollment, annual CFD administration report preparation, delinquent special tax reporting, repayments of special tax liens).	Modification	12/31/18

Civil Service Commission Meeting Agenda

Regular Meeting of May 7, 2012

4068-08/09	Airport Commission	Increase Amount \$750,000 New Amount \$2,150,000	SFO needs support of consultant on the Noise Insulation Program, particularly on tasks such as: review of County records & updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise easement acquisition & recording; coordination of noise insulation design & construction work; handling of inquiries from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outlay reports for grant reimbursements. The budget for the 3-yr period was increased to \$950,000 since FAA awarded additional grants, allowing Airport to increase the scope of work and provide acoustic treatment to a larger number of properties than originally planned.	Modification	12/31/16
4086-10/11	Art Commission	Increase Amount \$1,000,000 New Amount \$1,500,000	Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art; de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and other large scale projects, including transporting, storing, framing and installing major art program at PUC Headquarters. The Arts Commission will also be installing monumentally scaled artwork at the Public Safety Building and General Hospital, to name a few.	Modification	01/01/15
4046-11/12	Public Utilities Commission	Increase Amount \$50,000 New Amount \$400,000	Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation, and Evaluation (ADDIE).	Modification	04/01/15
4097-08/09	Public Utilities Commission	Increase Amount \$950,000 New Amount \$4,620,900	SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continued to build on a highly successful, grant funded regional partnership a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program. This modification is necessary because washing machine rebates are a fundamental component of the SFPUC's water conservation program and replacing older models with efficient ones is essential to the program's ability to meet long term demand reduction goals. The greater Bay Area region received a grant from the CA Dept. of Water resources to implement this program and the SFPUC expects to receive \$630,000 of this funding.	Modification	12/31/20

Civil Service Commission Meeting Agenda**Regular Meeting of May 7, 2012**

4102-09/10	Public Utilities Commission	Increase Amount \$150,000 New Amount \$225,000	Contract work consists of the following: 1) Sorting benthic invertebrate samples into major taxonomic groups in preparation for identification and identifying and sorting Polychaeta to families as needed. 2) Performing quality control (QC) on staff taxonomists by re-identifying random samples and working with staff taxonomists to resolve differences. 3) Performing taxonomic identification on samples as needed. 4) Providing training to identify freshwater aquatic invertebrates as needed. This modification is necessary because marine invertebrate taxonomy is a requirement of the Oceanside WPCP NPDES discharge permit and freshwater invertebrate taxonomy is essential for assessing the biological integrity of the SFPUC's watershed lakes and streams. Training of in-house staff on freshwater taxonomy is an as-needed task, last provided by a training workshop in 2005.	Modification	07/30/22
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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(9) Secondary Criteria for H-20 Lieutenant and H-40 Battalion Chief Selection Processes.
(File No. 0116-12-5) – Action Item**

Recommendation: Accept the recommendation of the Human Resources Director and approve the proposed Secondary Criteria for H-20 Lieutenant and H-40 Battalion Chief; When making appointments, the Appointing Officer will consider the following secondary criteria: length and variety of Fire Department experience, training and education, completion of State Fire Marshall courses or equivalent, and disciplinary record.

(10) Municipal Transportation Agency's Response to Commissioners' Request for a Report on Separations and Resignations of Permanent Civil Service (PCS) and Exempt employees with Future Employment Restrictions for Calendar Year 2011 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn. (File No. 0117-12-7) – Action Item

Recommendation: Accept report.

(11) **Department of Human Resources' Report on Proposed Redevelopment-Only "Priority" Eligible List and Promotive Points Rule(s). (File No. 0118-12-5) – Action Item**

Recommendation: The Department of Human Resources requests that the Civil Service Commission support the proposal to develop and adopt a rule(s) to provide for a Redevelopment-Only Eligible List and Promotive Points and recommends the following actions:

- (1) Direct the Executive Officer to work with interested parties to draft the proposed rule(s) for posting and adoption by the Civil Service Commission;
- (2) Upon finalization of the proposed rule(s), require the Department of Human Resources to provide the following status reports, in writing, to the Commission:
 - a.) Priority Eligible Lists for all examined citywide classifications, including the names and rank order of former Redevelopment Agency employees.
 - b.) An annual report of all appointments made from the Priority Eligible List for Fiscal Years 2011-2012; 2012-2013, and; 2013-2014.
- (3) Require the Department of Human Resources to provide a final report to the Commission, in writing, at the close of the proposed rule sunset date of December 31, 2014, (or sooner if applicable.)

(12) **Certification of Salary of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (File No. 0345-11-2) – Action Item**

January 9, 2012: Accepted the report.

February 6, 2012: Accepted the report.

March 19, 2012: Accepted the report.

April 16, 2012: Accepted the report.

Recommendation: Accept the report; Certify the salary of Elected Officials in accordance with Charter Section A8.409-1; Transmit to the Controller for inclusion in the Fiscal Year 2012-13 Budget.

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting May 7, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of April 16, 2012

Action: Adopted. (Vote of 3 to 0)

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COMMENDATIONS AGENDA

0114-12-1 Commendation for Morgan R. Gorrono for his dedicated service to the City and County of San Francisco as a Civil Service Commissioner from February 4, 2000 through August 30, 2011; and his leadership as President of the Civil Service Commission from June 3, 2003 through May 31, 2004 and June 2, 2009 through June 7, 2010. (Item No. 5)

Speakers: Anita Sanchez, Executive Officer

Action: Adopted. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Micki Callahan, Human Resources Director stated that she is back and is mostly done with all the labor negotiations. In the last week, they have settled most of the labor contracts for Spring 2012. They settled over a week ago with IFPTE Local 21 and finished with SEIU, a combined settlement and arbitration award last Friday. She also stated that hopefully they have carefully navigated all the civil service issues.

There is one item with SEIU Local 1021 dealing with the as-needed/exempt Category 16 employees and their desire to be permanent and the alleged misuse of as-needs by departments throughout the City over the years. They were unable to reach an agreement with the Union on that proposal so the Arbitrator issued an award which has some civil service implications. The Department of Human Resources and the Unions will jointly be approaching the Commission for some problem-solving to help find ways that these individuals can be positioned to obtain permanent employment after appropriately passing whatever merit processes that are developed. She or Martin Gran may be contacted for any questions the Commissioners may have.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

Report included in Item No. 11.

0115-12-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4116-11/12	Art Commission	\$192,780	Contract for artist to design, fabricate, transport, and install artwork 28 for Daggett Park.	Regular	12/31/15
4117-11/12	Environment	\$150,000	To provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2012 and September of 2014. This will include general financial analysis of the rate adjustment application to determine if costs are reasonable and appropriate, performing various rate-related surveys, preparing estimates of effects on rates and miscellaneous preparation and follow-up work.	Regular	09/30/13

Civil Service Commission Meeting Minutes

Regular Meeting of May 7, 2012

4118-11/12	Municipal Transportation Agency	\$400,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of 3 full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries of fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, which adversely affect job performance.	Regular	03/31/13
4119-11/12	Municipal Transportation Agency	\$32,500,000	The contractor will provide a Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet only that consists of 151 Breda LRVs, 39 historic streetcars, and 31 cable cars: Supply vehicle parts, with strict performance guidelines requiring defined response times and fill rates; Ensure parts provided allow SFMTA to meet its objectives in terms of reliability (i.e., Mean Distance Between Failures MDBF, service interruptions); and ensure SFMTA safety standards are met in any program activity.	Regular	09/30/17
4120-11/12	Port Commission	\$4,500,000	The Port intends to issue a Request of Qualifications to establish a pool of three (3) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually Maritime related for maintenance and improvements for the Port's aging infrastructure.	Regular	06/30/16
4121-11/12	Public Utilities Commission	\$400,000	Provide file conversation/file relocation services between San Francisco Public Utilities Commission (SFPUC) staff, contractors, vendors, etc. for the SFPUC's move to its new headquarters at 525 Golden Gate Avenue.	Regular	12/31/12
4111-10/11	District Attorney	Increase Amount \$72,500 New Amount \$145,000	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration. This modification is to extend the grant period and add funding for continuation of the same services.	Modification	06/30/13

Civil Service Commission Meeting Minutes

Regular Meeting of May 7, 2012

4017-10/11	Environment	Increase Amount \$105,000 New Amount \$180,000	The GreenFinanceSF program still has funds available to continue the program. In order to continue the program, the Department needs to extend the services of the contractor who administers the website, processes applications and payments, and provides required program reporting. Not to continue to provide these services would mean that the program would have to be cancelled. GreenFinanceSF is a City sponsored Clean Energy Loan Program ("PACE" program) which will allow property owners (residential and commercial) to install electric and thermal solar systems and make energy efficiency improvements to their buildings and pay for the cost of such improvements over 20 years through a special tax on their property tax bills. The contractor will administer (and finance) the program. The administrative services include program design services; program implementation services, including: web portal with online application interface, project data tracking; program marketing and communications (web, print, in person, training materials); program administration services including: application processing, request, and payment; program reporting, program documentation, and customer services; special tax administrative services (special tax apportionment method, data collection, boundary map preparation and recordation, contributions to disclosure documents, annual special; tax levy calculation and enrollment, annual CFD administration report preparation, delinquent special tax reporting, repayments of special tax liens).	Modification	12/31/18
4068-08/09	Airport Commission	Increase Amount \$750,000 New Amount \$2,150,000	SFO needs support of consultant on the Noise Insulation Program, particularly on tasks such as: review of County records & updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise easement acquisition & recording; coordination of noise insulation design & construction work; handling of inquiries from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outlay reports for grant reimbursements. The budget for the 3-yr period was increased to \$950,000 since FAA awarded additional grants, allowing Airport to increase the scope of work and provide acoustic treatment to a larger number of properties than originally planned.	Modification	12/31/16
4086-10/11	Art Commission	Increase Amount \$1,000,000 New Amount \$1,500,000	Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art; de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and other large scale projects, including transporting, storing, framing and installing major art program at PUC Headquarters. The Arts Commission will also be installing monumentally scaled artwork at the Public Safety Building and General Hospital, to name a few.	Modification	01/01/15

Civil Service Commission Meeting Minutes

Regular Meeting of May 7, 2012

4046-11/12	Public Utilities Commission	Increase Amount \$50,000 New Amount \$400,000	Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation, and Evaluation (ADDIE).	Modification	04/01/15
4097-08/09	Public Utilities Commission	Increase Amount \$950,000 New Amount \$4,620,900	SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continued to build on a highly successful, grant funded regional partnership a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program. This modification is necessary because washing machine rebates are a fundamental component of the SFPUC's water conservation program and replacing older models with efficient ones is essential to the program's ability to meet long term demand reduction goals. The greater Bay Area region received a grant from the CA Dept. of Water resources to implement this program and the SFPUC expects to receive \$630,000 of this funding.	Modification	12/31/20
4102-09/10	Public Utilities Commission	Increase Amount \$150,000 New Amount \$225,000	Contract work consists of the following: 1) Sorting benthic invertebrate samples into major taxonomic groups in preparation for identification and identifying and sorting Polychaeta to families as needed. 2) Performing quality control (QC) on staff taxonomists by re-identifying random samples and working with staff taxonomists to resolve differences. 3) Performing taxonomic identification on samples as needed. 4) Providing training to identify freshwater aquatic invertebrates as needed. This modification is necessary because marine invertebrate taxonomy is a requirement of the Oceanside WPCP NPDES discharge permit and freshwater invertebrate taxonomy is essential for assessing the biological integrity of the SFPUC's watershed lakes and streams. Training of in-house staff on freshwater taxonomy is an as-needed task, last provided by a training workshop in 2005.	Modification	07/30/22

Speakers: Guillermo Rodriquez, Department of the Environment spoke on PSC #4117-11/12.
Angela Carmen, Municipal Transportation Agency spoke on PSC #4119-11/12.

Action: Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0116-12-5 Secondary Criteria for H-20 Lieutenant and H-40 Battalion Chief Selection Processes. (Item No. 9)

Speakers: Jaye Erickson, Department of Human Resources

Action: Accepted the recommendation of the Human Resources Director and approved the proposed Secondary Criteria for H-20 Lieutenant and H-40 Battalion Chief; When making appointments, the Appointing Officer will consider the following secondary criteria: length and variety of Fire Department experience, training and education, completion of State Fire Marshall courses or equivalent, and disciplinary record.
(Vote of 3 to 0)

0117-12-7 Municipal Transportation Agency's Response to Commissioners' Request for a Report on Separations and Resignations of Permanent Civil Service (PCS) and Exempt employees with Future Employment Restrictions for Calendar Year 2011 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn. (Item No. 10)

Speakers: Chris Iborra, Municipal Transportation Agency

Action: Accepted the report. The Commission further directed the Municipal Transportation Agency to submit a corrected report to include the type of restrictions recommended and its status; this will be regular reports for both Department of Human Resources and the Municipal Transportation Agency; the corrected 2011 MTA report and the 6-month 2012 (January to June) report to be submitted by MTA and DHR for the meeting of August 20, 2012; and; bi-annually thereafter (1st meeting in March and 2nd meeting in August). (Vote of 3 to 0)

0118-12-5 Department of Human Resources' Report on Proposed Redevelopment-Only "Priority" Eligible List and Promotive Points Rule(s). (Item No. 11)

Speakers: Ted Yamasaki, Department of Human Resources
Ging Louie, IFPTE Local 21
Chris Harris, former Redevelopment Agency employee
Amy Dawson, former Redevelopment Agency employee
Edith Horner, former Redevelopment Agency employee
Micki Callahan, Human Resources Director
Anita Sanchez, Executive Officer

Action: The Department of Human Resources requests that the Civil Service Commission support the proposal to develop and adopt a rule(s) to provide for a Redevelopment-Only Eligible List and Promotive Points and recommends the following actions:

- (1) Direct the Executive Officer to work with interested parties to draft the proposed rule(s) for posting and adoption by the Civil Service Commission;

0118-12-5 (continued)

- (2) Upon finalization of the proposed rule(s), require the Department of Human Resources to provide the following status reports, in writing, to the Commission:
 - a.) Priority Eligible Lists for all examined citywide classifications, including the names and rank order of former Redevelopment Agency employees.
 - b.) A report at the meeting of August 20, 2012 and annual reports thereafter of all appointments made from the Priority Eligible List for Fiscal Years 2011-2012; 2012-2013, and; 2013-2014.
- (3) Require the Department of Human Resources to provide a final report to the Commission, in writing, at the close of the proposed rule sunset date of January 31, 2014, (or sooner if applicable.) (Vote of 3 to 0)

0345-11-2 Certification of Salary of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) of the City and County of San Francisco for a five (5) year cycle, effective July 1, 2012 through June 30, 2017, in accordance with Charter Section A8.409-1. (Item No. 12)

January 9, 2012: Accepted the report.

February 6, 2012: Accepted the report.

March 19, 2012: Accepted the report.

April 16, 2012: Accepted the report.

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report; Certified the salary of Elected Officials in accordance with Charter Section A8.409-1; Transmitted to the Controller for inclusion in the Fiscal Year 2012-13 Budget.
(Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

Vice President Favetti thanked the Executive Officer for the report on the flag raising charges by the Department of Public Works.

ADJOURNMENT (Item No. 14)

3:30 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Agenda and Notice of Special Meeting – Closed Session

Monday, May 7, 2012
3:30 p.m.

05-03-12A08:03 RCVD

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COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. Call to Order and Roll Call
- II. Public comment on all matters appearing on the Special Meeting Agenda Session.
- III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 02-12-01) (ACTION ITEM)
 - A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER
(DISCUSSION AND POSSIBLE ACTION ITEM)

Recommendation: Open for Discussion.
- IV. Reconvene in open session:
 - A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)
 - B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))
- V. Adjournment

Please Note:

Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted May 2, 2012

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Minutes of Special Meeting – Closed Session

Monday, May 7, 2012

3:30 p.m.

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COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 3:42 p.m.

Present: President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond

Not Present: Commissioner Mary Jung (Notified Absence)

President E. Dennis Normandy presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (ACTION ITEM)

Action: The Commission voted to conduct closed session. (Vote of 3-0)

A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER
(DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 3:43 p.m. in City Hall, Room 421 and the following were present:

Anita Sanchez, Executive Officer, CSC
Scott R. Heldfond, Commissioner, CSC
Kate Favetti, Vice President, CSC
E. Dennis Normandy, President, CSC
Sandra Eng, Assistant Executive Officer, CSC
Lizzette Henríquez, Personnel Technician, CSC

Closed Session ended at 4:08 p.m.

IV. Reconvened in open session at 4:09 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

4:09 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
May 21, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of May 21, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 21, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 7, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0128-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4122-11/12	Airport Commission	\$1,000,000	Services include implementation of a Job-Order-Contract (JOC) program. The JOC contract is a unique, variable-quantity type of contract that will enable Airport Design and Construction to accomplish a number of smaller repairs, maintenance and critical construction projects under a single contract, decreasing overall project duration and cost. Services will include: 1) Prepare and update a unit price book containing at least 60,000 to 100,000 unit prices covering material, equipment and labor costs for various units of construction; 2) Provide procurement support, execution procedures and Windows compatible software to manage the contracts for construction; 3) Conduct outreach to maximize contractor participation in bidding; 4) Conduct/attend orientation meetings, program review conferences, and program briefings as needed.	Regular	06/01/17
4123-11/12	General Services Agency	\$800,000	Specialized toxicology analyses performed by an accredited 70 laboratory.	Regular	05/31/17
4124-11/12	Human Resources	\$1,250,000	Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's ("WCD") claims management web-based platform.	Regular	08/30/17
4125-11/12	Sheriff	\$400,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis test to monitor sobriety.	Regular	08/31/13
4040-09/10	Municipal Transportation Agency	Increase Amount \$1,977,000 New Amount \$7,908,858	Contractor shall provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the Base AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. Contractor will also provide training to SFMTA personnel in AVLS operation and maintenance so that SFMTA staff may eventually perform maintenance of the AVLS vehicle equipment.	Modification	07/31/13

Civil Service Commission Meeting Agenda

Regular Meeting of May 21, 2012

4085-07/08	Public Utilities Commission	Increase Amount \$0 New Amount \$2,000,000	The reason for this modification is insure the Water Quality Division (WQD) capability for meeting all sample testing required for regulatory compliance. A full service environmental laboratory will provide "as-needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues). (CS-896).	Modification	02/28/15
4155-05/06	Public Utilities Commission	Increase Amount \$9,500,000 New Amount \$20,525,000	The consultant will perform detailed analyses of facility energy use patterns and provide specialized energy-efficiency retrofit recommendations and cost-benefit analysis for Heating Ventilation Air Conditioning (HVAC), controls, and lighting retrofits. Consultant will support retrofit implementation with specialized design, performance specifications, and construction support services, along with project commissioning, benchmarking, building retro-commissioning, energy system training, and measurement and verification services. Consultant also will provide city design teams with better than code design recommendations to incorporate energy efficiency into new construction and major renovations of municipal buildings, water/wastewater facilities and other City facilities. The consultant also will provide technical support for developing and managing new energy efficiency programs, along with financial analysis, environmental services, and guidance of new and emerging energy technologies.	Modification	09/30/17
3035-11/12	Public Health	Increase Amount \$33,600 New Amount \$67,200	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.	Modification	06/30/12

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Secondary Criteria for Q-50 Police Sergeant. (File No. 0129-12-5) – Action Item

Recommendation: Accept the recommendation of the Human Resources Director and approve the proposed Secondary Criteria for Q-50 Police Sergeant; When making appointments, the Appointing Officer will consider the following secondary criteria: assignments, training, education, community involvement, special qualifications, commendations/awards, bilingual certification and disciplinary history.

- (9) **Appeal by Vincent Courtney on behalf of Laborers' Local 261 of the determination by Department of Human Resources that all 3410 Gardener Apprentices are Ineligible for the 3417 Gardener examination. (File No. 0086-12-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Department of Human Resources; Deny the appeal by Vincent Courtney on behalf of Laborers' Local 261.

- (10) **Appeal by Luther Manning of the adequacy to rate the capacity of the applicants to perform the job and establish an eligible list for the Position-Based Testing 1944 Materials Coordinator (#PBT-1944-058637) examination. (File No. 0133-12-4) – Discussion and Possible Action**

Recommendation: Open for discussion.

- (11) **Status Report on Proposed Rules of Redevelopment-Only Priority Eligible List and Promotive Points to Implement AB 26.**

Recommendation: Adopt the report. Finalize drafts of proposed Rule amendments for posting and adoption.

- (12) **Annual Certification of Benefits of Elected Officials (including Members of the Board of Supervisors) for Fiscal Year 2012-13 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (File No. 0130-12-2) – Action Item**

Recommendation: Accept the report; certify the benefits of elected officials including Member, of the Board of Supervisors) for Fiscal Year 2012-13 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executives' Association (MEA) in effect on July 1, 2012.

- (13) **Annual Adjustment (4th Year of 5-year cycle) of Salary of Member, Board of Supervisors in accordance with Civil Service Commission action of May 4, 2009 and Charter Section 2.100 for Fiscal Year 2012-13. (File No. 0131-11-2) – Action Item**

Recommendation: Accept the report; due to a 2.9% CPI-U change, salary of members of the Board of Supervisors is increased 2.9%, in accordance with Commission Action of May 4, 2012 for Fiscal Year 2012-13.

- (14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (15) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting May 21, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of May 7, 2012

Action: Adopted. (Vote of 4 to 0)

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KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director gave an introduction to a short video presentation on the GOLive e-Merge Project. The HR Forum is an interactive website that the Department of Human Resources (DHR) is building to house a number of HR "tools" for the HR community to use to support the eMerge go live in August. Key to the website is the new electronic Human Resources Policy and Procedure Manual (eHRPPM). In addition, DHR is building a program called Decision Trees. It is an interactive decision making model that translates the eHRPPM components into process (decision) maps that lead the DPO to an outcome (a new PeopleSoft Action code) necessary to process a transaction in the system. The site will also include a training module, the eMerge support kit, and a communications module to interact with the HR community.

The 8 minute video highlighted the project and the above mentioned products. In addition, DHR will launch a series of brown bag sessions open to all HR staff starting on June 5, 2012 at noon. It will be recorded and available on YouTube. It is DHR's intention to provide as much exposure and information about the new PeopleSoft system and to better prepare the organization for the major change.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

**0128-12-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4122-11/12	Airport Commission	\$1,000,000	Services include implementation of a Job-Order-Contract (JOC) program. The JOC contract is a unique, variable-quantity type of contract that will enable Airport Design and Construction to accomplish a number of smaller repairs, maintenance and critical construction projects under a single contract, decreasing overall project duration and cost. Services will include: 1) Prepare and update a unit price book containing at least 60,000 to 100,000 unit prices covering material, equipment and labor costs for various units of construction; 2) Provide procurement support, execution procedures and Windows compatible software to manage the contracts for construction; 3) Conduct outreach to maximize contractor participation in bidding; 4) Conduct/attend orientation meetings, program review conferences, and program briefings as needed.	Regular	06/01/17
4123-11/12	General Services Agency	\$800,000	Specialized toxicology analyses performed by an accredited 70 laboratory.	Regular	05/31/17
4124-11/12	Human Resources	\$1,250,000	Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's ("WCD") claims management web-based platform.	Regular	08/30/17

Civil Service Commission Meeting Minutes

Regular Meeting of May 21, 2012

4125-11/12	Sheriff	<i>Increase Amount</i> <i>\$400,000</i> <i>New Amount</i> <i>\$1,100,000</i>	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis test to monitor sobriety.	<i>Modi- fication</i>	08/31/13
4040-09/10	Municipal Transportation Agency	Increase Amount \$1,977,000 New Amount \$7,908,858	Contractor shall provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the Base AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. Contractor will also provide training to SFMTA personnel in AVLS operation and maintenance so that SFMTA staff may eventually perform maintenance of the AVLS vehicle equipment.	Modi- fication	07/31/13
4085-07/08 <i>Postpone to meeting of 6/4/12</i>	Public Utilities Commission	Increase Amount \$0 New Amount \$2,000,000	The reason for this modification is insure the Water Quality Division (WQD) capability for meeting all sample testing required for regulatory compliance. A full service environmental laboratory will provide "as-needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues). (CS-896).	Modi- fication	02/28/15
4155-05/06	Public Utilities Commission	Increase Amount \$9,500,000 New Amount \$20,525,000	The consultant will perform detailed analyses of facility energy use patterns and provide specialized energy-efficiency retrofit recommendations and cost-benefit analysis for Heating Ventilation Air Conditioning (HVAC), controls, and lighting retrofits. Consultant will support retrofit implementation with specialized design, performance specifications, and construction support services, along with project commissioning, benchmarking, building retro-commissioning, energy system training, and measurement and verification services. Consultant also will provide city design teams with better than code design recommendations to incorporate energy efficiency into new construction and major renovations of municipal buildings, water/wastewater facilities and other City facilities. The consultant also will provide technical support for developing and managing new energy efficiency programs, along with financial analysis, environmental services, and guidance of new and emerging energy technologies.	Modi- fication	09/30/17

Civil Service Commission Meeting Minutes

Regular Meeting of May 21, 2012

3035-11/12	Public Health	Increase Amount \$33,600 New Amount \$67,200	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.	Modification	06/30/12
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Speakers: Maureen Gannon, Office of the Sheriff spoke on PSC #4125-11/12.

- Action:**
- (1) Adopted the report; Approved the request for PSC #4124-11/12. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0; Commissioner Heldfond recused.) (Vote of 4 to 0)
 - (2) Adopted the report; Approved the request for PSC #4125-11/12 as a modification. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - (3) Postpone PSC #4085-07/08 to the meeting of June 4, 2012 at the request of the Public Utilities Commission. (Vote of 4 to 0)
 - (4) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0129-12-5 Secondary Criteria for Q-50 Police Sergeant. (Item No. 8)

Speakers: Michael Cerles, Department of Human Resources
Alice Villagomez, San Francisco Police Department

Action: Accepted the recommendation of the Human Resources Director and approve the proposed Secondary Criteria for Q-50 Police Sergeant; When making appointments, the Appointing Officer will consider the following secondary criteria: assignments, training, education, community involvement, special qualifications, commendations/ awards, bilingual certification and disciplinary history. (Vote of 4 to 0)

0086-12-4 Appeal by Vincent Courtney on behalf of Laborers' Local 261 of the determination by Department of Human Resources that all 3410 Gardener Apprentices are Ineligible for the 3417 Gardener examination. (Item No. 9)

Speakers: None.

Action: Postpone at the request of Vincent Courtney pending continued discussions among all parties towards resolution. As there is no meeting certain date, it was also stipulated that the Commission be notified of the outcome of the discussions and then take appropriate action (Vote of 4 to 0)

- 0086-12-4** **Appeal by Vincent Courtney on behalf of Laborers' Local 261 of the determination by Department of Human Resources that all 3410 Gardener Apprentices are Ineligible for the 3417 Gardener examination. (Item No. 9)**
- Speakers:** None.
- Action:** Postpone at the request of Vincent Courtney pending continued discussions among all parties towards resolution. As there is no meeting certain date, it was also stipulated that the Commission be notified of the outcome of the discussions and then take appropriate action (Vote of 4 to 0)
-
- 0133-12-4** **Appeal by Luther Manning of the adequacy to rate the capacity of the applicants to perform the job and establish an eligible list for the Position-Based Testing 1944 Materials Coordinator (#PBT-1944-058637) examination. (Item No. 10)**
- Speakers:** Luther Manning, Appellant
 Laura Dancer Huge, Department of Human Resources.
- Action:** Through the Executive Officer, an Inspection Service be conducted with the coordination of the Department of Human Resources staff on the questions raised by Mr. Manning as well as the additional questions raised by the Commission.
(Vote of 4 to 0)
-
- 0147-12-5** **Status Report on Proposed Rules of Redevelopment-Only Priority Eligible List and Promotive Points to Implement AB 26. (Item No. 11)**
- Speakers:** Ted Yamasaki, Department of Human Resources
- Action:** Continue to the meeting of June 4, 2012. (Vote of 4 to 0)
-
- 0130-12-2** **Annual Certification of Benefits of Elected Officials (including Members of the Board of Supervisors) for Fiscal Year 2012-13 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (Item No. 12)**
- Speakers:** Luz Morganti, Civil Service Commission
- Action:** Accept the report; certify the benefits of elected officials including Member, of the Board of Supervisors) for Fiscal Year 2012-13 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executives' Association (MEA) in effect on July 1, 2012.
(Vote of 4 to 0)

0131-11-2 Annual Adjustment (4th Year of 5-year cycle) of Salary of Member, Board of Supervisors in accordance with Civil Service Commission action of May 4, 2009 and Charter Section 2.100 for Fiscal Year 2012-13. (Item No. 13)

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the report; due to a 2.9% CPI-U change, salary of members of the Board of Supervisors is increased 2.9%, in accordance with Commission Action of May 4, 2009 for Fiscal Year 2012-13.
(Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

None.

ADJOURNMENT (Item No. 15)

3:02 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Agenda and Notice of Special Meeting – Closed Session

Monday, June 4, 2012
1:00 p.m.

City Hall – Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. Call to Order and Roll Call
 - II. Public comment on all matters appearing on the Special Meeting Agenda Session.
 - III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0161-12-01) (ACTION ITEM)
 - A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER
(DISCUSSION AND POSSIBLE ACTION ITEM)
- May 7, 2012: The Commission voted not to disclose any and all discussions held in closed session.
- Recommendation:** Open for Discussion.
- IV. Reconvene in open session:
 - A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)
 - B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))
 - V. Adjournment

Please Note:

Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted May 30, 2012

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

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2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

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CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Minutes of Special Meeting – Closed Session

Monday, June 4, 2012

1:00 p.m.

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PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

- I. The Special Meeting was called to order at 1:10 p.m.

Present: President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Mary Y. Jung

President E. Dennis Normandy presided.

- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

- III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0161-12-1)

Action: The Commission voted to conduct closed session. (Vote of 4-0)

A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER
(DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 1:11 p.m. in City Hall, Room 421 and the following were present:

Anita Sanchez, Executive Officer, CSC
Scott R. Heldfond, Commissioner, CSC
Kate Favetti, Vice President, CSC
E. Dennis Normandy, President, CSC
Mary Y. Jung, Commissioner, CSC
Lizzette Henríquez, Personnel Technician, CSC

Closed Session ended at 1:45 p.m.

- IV. Reconvened in open session at 1:47 p.m.

Action: A) The Commission voted to disclose the following action from its closed session (San Francisco Administrative Code Section 67.12 (a))
B) The Commission directed/requested the Executive Officer to make representation and communication with the Mayor's Office as to any assistance that can be given both the Commission and its Staff in the endeavor to find the replacement for Executive Officer. (Vote of 4 to 0)

- V. Adjournment

1:48 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

A G E N D A

Regular Meeting
June 4, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

05-10-12PC0173 REV0

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

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Civil Service Commission Meeting Agenda

Regular Meeting of June 4, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 4, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 21, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS (File No. 0156-12-1) – Action Item

Recommendation: Open for discussion.

(6) HUMAN RESOURCES DIRECTOR'S REPORT

(7) EXECUTIVE OFFICER'S REPORT

Report of Inspection Service Review Requested by the Commission Regarding the Selection and Hiring of Michael Powell for Class 7347 Plumber at the San Francisco Unified School District (SFUSD). (File No. 0155-12-11) – Action Item

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Review of request for approval of proposed personal services contract.
(File No. 0128-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4085-07/08	Public Utilities Commission	Increase Amount \$0 New Amount \$2,000,000	The reason for this modification is insure the Water Quality Division (WQD) capability for meeting all sample testing required for regulatory compliance. A full service environmental laboratory will provide "as-needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues). (CS-896).	Modification	02/28/15

May 21, 2012: Postponed to the meeting of June 4, 2012 at the request of the Public Utilities Commission.

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

**(9) Review of request for approval of proposed personal services contracts.
(File No. 0157-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-11/12	Adult Probation	\$500,000	APD needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and Technical Services: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in the SFAPD.	Regular	06/30/17
4127-11/12	Adult Probation	\$12,500,000	Reentry Services include mental health, substance abuse, housing, education, employment and financial literacy services to criminal justice system involved individual who have complex and intersecting challenges and barriers. Reentry Service providers have expertise in understanding the needs and how to successfully tailor service delivery to offenders.	Regular	06/30/17
4128-11/12	Controller	\$100,000	Provide hosting services for historical payroll reports generated prior to October 2012. Payroll reports are accessed by every City department's payroll professionals, time keepers and managers every pay period to validate payroll and deduction calculations through a partitioned access protocol with predefined search indexes.	Regular	08/31/17

Civil Service Commission Meeting Agenda

Regular Meeting of June 4, 2012

4129-11/12	Public Health	\$600,000	Work includes maintenance and support of the interdepartmental Children's System of Care Shared Youth Database, a web-based application based on proprietary software (DCAR) used to match records of children and adolescent clients served by the DPH, H.S.A., Juvenile Probation, and SFUSD in order to identify opportunities for early intervention, care planning, practice improvement, and research. Work will also include building a data dashboard and associated reports using data obtained from the new Avatar system of Electronic Health Records for behavioral health system clients, in preparation for compliance with health care reform.	Regular	06/30/17
4130-11/12	Public Health	\$1,000,000	This request is for services for the Cities Readiness Initiative (which helps prepare the City for a public health emergency such as a catastrophic bioterrorism attack by providing antibiotic prophylaxis to approximately 1.2 million people in SF within the first 48 hours) by enabling administration of services for specialized review and further development of its protocols and tools for surveillance and investigation to urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management System (ICOMS). This will include review of existing protocols and tools developed for both normal operations and for the Department's Infectious Disease Emergency Response Plan (IDER) and the creation of documentation to support disease control and immunization record keeping systems (ICOMS and ICMS), including functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting records systems; purchase, package and inventory of Point of Dispersion (POD) equipment and supplies for all POD trailers; creating multilingual signs for use in POD sites; developing traffic routes and cubic footage requirements for antibiotic distribution between storage, POD sites and regionally agreed upon mass prophylaxis training modules; and developing website and internet screening processes to provide antibiotic prophylaxis.	Regular	08/09/15
4131-11/12	Public Health	\$12,000,000	Subject to the availability of beds and services, Contractor will provide hospital, clinic and other services to medically indigent residents of San Francisco, In Home Support Service patients, and County Jail patients, as well as emergency perfusion services, upon request. Services will include cardiac surgery, angioplasty, neurology procedures, radiation oncology, leukemia treatment, ophthalmology procedures and other services not provided at SFGH.	Regular	06/30/16

Civil Service Commission Meeting Agenda

Regular Meeting of June 4, 2012

4132-11/12	Municipal Transportation Agency	\$350,000	To assist in effectively planning and evaluating its services, and to comply with certain federal funding and regulatory requirements, the San Francisco Municipal Transportation Agency (SFMTA) needs to collect, through an in-person ridership survey at a statistically significant level, the demographics and transportation practices of its riders. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Customers on all routes and modes and throughout the service period will need to be surveyed. The consultant shall perform cross-tabulations on data and illustrate results in tables and charts, provide narrative data analysis, and make recommendations to SFMTA staff based upon the resulting data.	Regular	02/28/14
4107-10/11	Adult Probation	Increase Amount \$20,000 New Amount \$100,000	PSC Modification requested to extend the PSC duration and increase PSC amount. The Adult Probation Department has not entered into a drug testing contract pending a final department operational Drug Testing policy and procedure. The extended duration will allow the department to enter into a contract and the additional amount is estimated to cover the contract until June 30, 2015. The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.	Modification	06/30/15
4086-08/09	Environment	Increase Amount \$120,000 New Amount \$240,000	SFE requires a contractor to provide Charter Bus transportation for the School Education Program's environmental field trips for grades K-12 students.	Modification	12/31/15
3036-11/12	Art Commission	Increase Amount \$50,000 New Amount \$100,000	A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, MUNI, Mayor's Office of Disability, Department of Real Estate, the Redevelopment Agency, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.	Modification	06/30/13

Civil Service Commission Meeting Agenda**Regular Meeting of June 4, 2012**

4115-07/08	Public Health	Increase Amount \$550,000 New Amount \$1,792,000	To serve as backup to provide year round 24/7 day a week access to telephone Interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home other Department locations. The telephone interpreters must be skilled in phone based medical interpreting services and must be able to provide two-way, real time interpretation in a multitude of languages. This modification covers the anticipated needs of the Department through December 31, 2013. The Department has experienced an increase in the volume of telephone interpreter services due to the full implementation of Healthy San Francisco, the roll out of videoconferencing, dual handset, and Polycom phones which are used in the Health Centers and Emergency Department. The Department has hired and is in the process of hiring additional interpreters to meet the demand.	Modi- fication	12/31/13
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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Proposed Amendments to Civil Service Commission Rule 112 – Eligible Lists Adding Article VII - Redevelopment-Only Priority Eligible List and Promotive Points to Implement AB 26. (File No. 0147-12-5) – Action Item

May 21, 2012: Finalize drafts of proposed Rule amendments for posting and adoption.
Continued to the meeting of June 4, 2012.

Recommendation: Post for adoption.

(11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(12) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

4/12
ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting June 4, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:01 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of May 21, 2012

Action: Adopted. (Vote of 4 to 0)

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0156-12-1 ELECTION OF OFFICERS (Item No. 5)

Action: Commissioner Kate Favetti was elected President for the term of office ending May 31, 2013. (Vote of 4 to 0)
Commissioner Scott R. Heldfond was elected Vice President for the term of office ending May 31, 2013. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

0155-12-11 Report of Inspection Service Review Requested by the Commission Regarding the Selection and Hiring of Michael Powell for Class 7347 Plumber at the San Francisco Unified School District (SFUSD).

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report. (Vote of 4 to 0)

0128-12-8 Review of request for approval of proposed personal services contract. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4085-07/08	Public Utilities Commission	Increase Amount \$0 New Amount \$2,000,000	The reason for this modification is insure the Water Quality Division (WQD) capability for meeting all sample testing required for regulatory compliance. A full service environmental laboratory will provide "as-needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues). (CS-896).	Modification	02/28/15

May 21, 2012: Postponed to the meeting of June 4, 2012 at the request of the Public Utilities Commission.

Speakers: None.

Action: Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

**0157-12-8 Review of request for approval of proposed personal services contracts.
(Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-11/12	Adult Probation	\$500,000	APD needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and Technical Services: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in the SFAPD.	Regular	06/30/17
4127-11/12	Adult Probation	\$12,500,000	Reentry Services include mental health, substance abuse, housing, education, employment and financial literacy services to criminal justice system involved individual who have complex and intersecting challenges and barriers. Reentry Service providers have expertise in understanding the needs and how to successfully tailor service delivery to offenders.	Regular	06/30/17
4128-11/12	Controller	\$100,000	Provide hosting services for historical payroll reports generated prior to October 2012. Payroll reports are accessed by every City department's payroll professionals, time keepers and managers every pay period to validate payroll and deduction calculations through a partitioned access protocol with predefined search indexes.	Regular	08/31/17
4129-11/12	Public Health	\$600,000	Work includes maintenance and support of the interdepartmental Children's System of Care Shared Youth Database, a web-based application based on proprietary software (DCAR) used to match records of children and adolescent clients served by the DPH, H.S.A., Juvenile Probation, and SFUSD in order to identify opportunities for early intervention, care planning, practice improvement, and research. Work will also include building a data dashboard and associated reports using data obtained from the new Avatar system of Electronic Health Records for behavioral health system clients, in preparation for compliance with health care reform.	Regular	06/30/17

Civil Service Commission Meeting Minutes

Regular Meeting of June 4, 2012

4130-11/12	Public Health	\$1,000,000	This request is for services for the Cities Readiness Initiative (which helps prepare the City for a public health emergency such as a catastrophic bioterrorism attack by providing antibiotic prophylaxis to approximately 1.2 million people in SF within the first 48 hours) by enabling administration of services for specialized review and further development of its protocols and tools for surveillance and investigation to urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management System (ICOMS). This will include review of existing protocols and tools developed for both normal operations and for the Department's Infectious Disease Emergency Response Plan (IDER) and the creation of documentation to support disease control and immunization record keeping systems (ICOMS and ICMS), including functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting records systems; purchase, package and inventory of Point of Dispersion (POD) equipment and supplies for all POD trailers; creating multilingual signs for use in POD sites; developing traffic routes and cubic footage requirements for antibiotic distribution between storage, POD sites and regionally agreed upon mass prophylaxis training modules; and developing website and internet screening processes to provide antibiotic prophylaxis.	Regular	08/09/15
4131-11/12	Public Health	\$12,000,000	Subject to the availability of beds and services, Contractor will provide hospital, clinic and other services to medically indigent residents of San Francisco, In Home Support Service patients, and County Jail patients, as well as emergency perfusion services, upon request. Services will include cardiac surgery, angioplasty, neurology procedures, radiation oncology, leukemia treatment, ophthalmology procedures and other services not provided at SFGH.	Regular	06/30/16
4132-11/12	Municipal Transportation Agency	\$350,000	To assist in effectively planning and evaluating its services, and to comply with certain federal funding and regulatory requirements, the San Francisco Municipal Transportation Agency (SFMTA) needs to collect, through an in-person ridership survey at a statistically significant level, the demographics and transportation practices of its riders. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Customers on all routes and modes and throughout the service period will need to be surveyed. The consultant shall perform cross-tabulations on data and illustrate results in tables and charts, provide narrative data analysis, and make recommendations to SFMTA staff based upon the resulting data.	Regular	02/28/14

Civil Service Commission Meeting Minutes

Regular Meeting of June 4, 2012

4107-10/11	Adult Probation	Increase Amount \$20,000 New Amount \$100,000	PSC Modification requested to extend the PSC duration and increase PSC amount. The Adult Probation Department has not entered into a drug testing contract pending a final department operational Drug Testing policy and procedure. The extended duration will allow the department to enter into a contract and the additional amount is estimated to cover the contract until June 30, 2015. The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.	Modification	06/30/15
4086-08/09	Environment	Increase Amount \$120,000 New Amount \$240,000	SFE requires a contractor to provide Charter Bus transportation for the School Education Program's environmental field trips for grades K-12 students.	Modification	12/31/15
3036-11/12	Art Commission	Increase Amount \$50,000 New Amount \$100,000	A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, MUNI, Mayor's Office of Disability, Department of Real Estate, the Redevelopment Agency, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.	Modification	06/30/13
4115-07/08	Public Health	Increase Amount \$550,000 New Amount \$1,792,000	To serve as backup to provide year round 24/7 day a week access to telephone Interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home other Department locations. The telephone interpreters must be skilled in phone based medical interpreting services and must be able to provide two-way, real time interpretation in a multitude of languages. This modification covers the anticipated needs of the Department through December 31, 2013. The Department has experienced an increase in the volume of telephone interpreter services due to the full implementation of Healthy San Francisco, the roll out of videoconferencing, dual handset, and Polycom phones which are used in the Health Centers and Emergency Department. The Department has hired and is in the process of hiring additional interpreters to meet the demand.	Modification	12/31/13

0157-12-8 (continued)

Speakers: Shelly Thompson, Office of the Controller spoke on PSC #4128-11/12.
Jacquie Hale, Department of Public Health spoke on PSC #4130-11/12.

Action: Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0147-12-5 Proposed Amendments to Civil Service Commission Rule 112 – Eligible Lists Adding Article VII - Redevelopment-Only Priority Eligible List and Promotive Points to Implement AB 26. (Item No. 10)

May 21, 2012: Finalize drafts of proposed Rule amendments for posting and adoption. Continued to the meeting of June 4, 2012.

Speakers: Anita Sanchez, Executive Officer
Ted Yamasaki, Department of Human Resources

Action: Post for adoption. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

President E. Dennis Normandy announced the sad news that Jacqueline Reed, beloved wife of Paul Zarefsky, Deputy City Attorney and former General Counsel to the Commission passed away on June 2, 2012.

ADJOURNMENT

2:32 p.m.

The meeting adjourned in memory of Jacqueline Reed. The Commission directed the Executive Officer to forward expressions of condolence to the family on behalf of the Commission.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
June 18, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of June 18, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 18, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of May 7, 2012

Recommendation: Adopt.

Special Meeting of June 4, 2012

Recommendation: Adopt

Regular Meeting of June 4, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

COMMENDATIONS AGENDA

**(5) Commendation for Lisa Seitz Gruwell for her dedicated service to the City and County of San Francisco as a Civil Service Commissioner from August 3, 2010 to August 30, 2011.
(File No. 0176-12-1) – Action Item**

Recommendation: Approve.

- (6) **Commendation for Anita Sanchez, Executive Officer, Civil Service Commission, upon her retirement after 25 years of service to the City & County of San Francisco.**
(File No. 0177-12-1) – Action Item

Recommendation: Approve.

(7) **HUMAN RESOURCES DIRECTOR'S REPORT**

(8) **EXECUTIVE OFFICER'S REPORT**

Report of Administration and Implementation of Employee Relations Ordinance Section 16.211 Procedure for Recognition of Employee Organization as Exclusive Representative of a Bargaining Unit and Section 16.212 Decertification – Bargaining Unit 2 Election (File No. 0168-12-9) – Action Item

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) **Review of request for approval of proposed personal services contracts.**
(File No. 0169-12-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-11/12	Airport Commission	\$18,000,000	Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. In 2007, the Civil Service Commission approved PSC 4034-05/06 for the maintenance of the Common Use Terminal Equipment Maintenance for the International Terminal; however, the new Terminal 2 and consolidation of systems in Terminal 1 and 3 have increased the scope of the maintenance and support. The work under this request includes maintenance and support of the Integrated Electronic Systems, Network Monitoring and Help Desk Services; and as-needed Patron Assistance. The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Network Monitoring and Help Desk Services provided outside of normal airport business hours, 365 days per year. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines	Regular	12/31/22

Civil Service Commission Meeting Agenda

Regular Meeting of June 18, 2012

4134-11/12	Children & Families Commission	\$70,000	The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.	Regular	12/31/16
4135-11/12	Emergency Management	\$200,000	The contractor will manage, organize, and administer regional catastrophic planning, training, and exercise efforts in the Bay Area as established by the Bay Area UASI Approval Authority, through benchmarking, capabilities assessment and a series of public outreach.	Regular	04/30/14
4136-11/12	Environment	\$59,190	Administer the California Green Business Network's online Green Business database, including everyday database management, web based and in person trainings and support for new users of online database, customer service to all coordinator users, and oversight of bug fixes and necessary updates to the system.	Regular	12/31/12
4137-11/12	Municipal Transportation Agency	\$120,000	The Contractor will provide professional consulting services to the San Francisco Municipal Transportation Agency (SFMTA) to assist the SFMTA in developing, preparing, and updating Indirect Cost Allocations Plans based on the Federal Office of Management and Budget (OMB) 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87).	Regular	09/30/17
4138-11/12	City Planning	\$1,100,000	Transportation Impact Study (TIS) and a citywide programmatic Environmental Impact Report (EIR) for the Transportation Sustainability Program (TSP) consisting of two interrelated policy initiatives by the City and County of San Francisco. This initiative concerns a funding program for addressing the citywide transportation system performance impacts of additional housing and jobs generated by new development. The City would fund these improvements by adopting the proposed Transportation Sustainability Fee (TSF), a new development fee based on motorized trips.	Regular	12/31/14
4139-11/12	Public Utilities Commission	\$600,000	The consultant would prepare CEQA documents in conjunction with the San Francisco Planning Department, assist the SFPUC in environmental permit preparation and acquisition (if necessary), develop any necessary background reports in support of the above, and provide environmental expertise as necessary during the various project phases for the Auxiliary Water Supply System (AWSS) program.	Regular	07/30/16
4140-10/11	Public Utilities Commission	\$1,500,000	The proposed work consists of designing and building a microwave radio communications system from Moccasin to Calaveras Substation.	Regular	09/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of June 18, 2012

4141-11/12	Public Utilities Commission	\$8,000,000	Provide the back office services necessary to operate the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center.	Regular	02/01/17
4098-10/11	Airport Commission	Increase Amount \$10,200,000 New Amount \$13,000,000	Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. Essentially, four events have occurred since staff initially organized how it would manage the Program. Those events are that the FAA was unable to provide the design for required navigational systems, the FAA began to require additional reports from SFO as a result of recent audits, the FAA added a runway status light system and a runway template action plan to the Program, and final environmental documents for implementation of the Program at SFO identified additional concerns that the Airport will have to address during construction. The work includes specialty design and inspection pertaining to the FAA navigational aids systems, runway design and construction specific to the Program, project financial analyses, and development of a master project schedule.	Modification	06/30/16
3103-09/10	Public Utilities Commission	Increase Amount \$73,500 New Amount \$98,000	The SFPUC provides a subsidy for SFPUC residential retail customer to purchase a laundry-to-landscape "kit" that includes the basic parts involved in setting up such a system. The SFPUC subsidizes up to \$100 towards the cost of the kits to those SFPUC residential customers in San Francisco who agree to be part of a laundry to landscape pilot study and participate in a mandatory workshop. The program also provides educational workshops. Participating customers agree to have SFPUC water conservation inspectors and potentially DBI audit their planned and installed systems. This program is structured similar to the rain barrel harvest program in which qualifying customers purchase the kit from an approved vendor and the SFPUC reimburses the vendor, also hosts workshops and provides an instructor to train participants on how to use the kits. This modification will allow the SFPUC to continue the program, conduct additional marketing, secure more participants, and gather more data on how residential L2L systems affect customer water use, landscaping and irrigation practices.	Modification	07/31/15

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (10) **Appeal by Jeff Adachi, Public Defender appealing the Human Resources Director's decision in the discrimination complaint filed by Ana Guevara EEO File #1526. (File No. 0165-11-6) – Action Item**

Recommendation: Postpone to the meeting of September 17, 2012.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (11) **Proposed amendments to Civil Service Commission Rule 112 – Eligible Lists Adding Article VII – Redevelopment-Only Priority Eligible List and Promotive Points to Implement AB 26. (File No. 0147-12-5) – Action Item**

May 21, 2012: Finalize drafts of proposed Rule amendments for posting and adoption. Continued to the meeting of June 4, 2012.

June 4, 2012: Post for adoption.

Recommendation: Adopt as posted.

- (12) **Request to Grant Status to PCS Employees as Listed in Classes – 4202 Assessment Clerk, 4203 Senior Assessment Clerk, 8108 Senior Legal Process Clerk and 8109 Document Examiner Technician to Classes -4213 Assessor-Recorder Office Assistant, 4214 Assessor-Recorder Office Specialist or 4215 Assessor-Recorder Senior Office Specialist. (File No. 0171-12-2) – Action Item**

Recommendation: Adopt the report. Grant status to PCS Employees as Listed in Classes – 4202 Assessment Clerk, 4203 Senior Assessment Clerk, 8108 Senior Legal Process Clerk and 8109 Document Examiner Technician to Classes - 4213 Assessor-Recorder Office Assistant, 4214 Assessor-Recorder Office Specialist or 4215 Assessor-Recorder Senior Office Specialist.

- (13) **Response to appeals submitted by Diane Cirrincione, Melissa Panday-Shrawder, Abdul Janjua, Dinora Sanchez, Gladys Sanchez, Carmelita Harris, Antonio Segarra, Kathleen Pierpont, Alice Cheung, and Julia Leiva in regards to Classification Action #31FY11/12 – Allocation and Status Grant Requests. (File No. 0170-12-2) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeals submitted in regards to Classification Action #31FY11/12.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (14) **Appeal by Elgin Major of his automatic resignation as a 7514 Laborer with the Public Utilities Commission. (File No. 0012-12-7) – Action Item**

Recommendation: Adopt the report; Sustain the decision of the Public Utilities Commission. Uphold the automatic resignation of Elgin Major.

- (15) **Request for hearing by John O'Driscoll of his designation as "Services Unsatisfactory" in his resignation as a 1023 IS Administrator III and his future employment restrictions with the Public Utilities Commission. (File No. 0173-11-7) – Action Item**

Recommendation: No future employment with the San Francisco Public Utilities Commission; No future employment with the City and County of San Francisco.

- (16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (17) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

MINUTES Regular Meeting June 18, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

CALL TO ORDER

2:01 p.m.

ROLL CALL

Present Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Jung	Present
Commissioner E. Dennis Normandy	Present

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At the request of President Favetti, former President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA.

None.

APPROVAL OF MINUTES

Special Meeting of May 7, 2012

Action: Approved. (Vote of 4 to 0)

Special Meeting of June 4, 2012

Action: Approved. (Vote of 4 to 0)

Regular Meeting of June 4, 2012

Action: Approved. (Vote of 4 to 0)

COMMENDATIONS AGENDA

- 0176-12-1 Commendation for Lisa Seitz Gruwell for her dedicated service to the City and County of San Francisco as a Civil Service Commissioner from August 3, 2010 to August 30, 2011. (Item No. 5)**

Speakers: President Kate Favetti

Action: Approved. (Vote of 4 to 0); Commissioner Seitz Gruwell was unable to attend due to her work travel schedule. The Commission requested the Executive Officer to deliver the Commendation to the Commissioner.

- 0177-12-1 Commendation for Anita Sanchez, Executive Officer, Civil Service Commission, upon her retirement after 25 years of service to the City and County of San Francisco. (Item No. 6)**

Speakers: President Kate Favetti

Action: Approved. (Vote of 4 to 0)

Ms. Sanchez accepted the accolades from the Commissioners with grace and thanked former Executive Officer Al Walker for taking her on in 1996 as his assistant and former Executive Officer Kate Favetti for keeping her on as her assistant.

She acknowledged all the wonderful Commissioners she has worked with who have supported the Merit System principles and had many accomplishments. The tragic death of Commissioner Donald A. Casper for her was the greatest heartbreaking tragedy.

Ms. Sanchez acknowledged the work of the Civil Service Commission staff as well as the assistance received from the Department of Human Resources.

She stated that she hopes everyone will continue to support the work of the Commission and she will always be working and looking out for the needs of the community we serve. She hopes that she treated everyone with courtesy and dignity.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7)

Micki Callahan, Human Resources Director reported that foremost on the Department of Human Resources (DHR) agenda is the going live of Project eMerge in late August. Although this is the Controller's Project, DHR is deeply involved because it combines for the first time into one system the payroll and HR functions together. It is a massive undertaking. One of the things that will be different and a challenge for departments is that it will be necessary to hire at the start of the pay period which will require more discipline and planning because of the need to insure that both systems are integrated.

EXECUTIVE OFFICER'S REPORT

0168-12-9 Report of Administration and Implementation of Employee Relations Ordinance section 16.211 Procedure for Recognition of Employee Organization as Exclusive Representative of a Bargaining Unit and Section 16.212 Decertification – Bargaining Unit 2 Election. (Item No. 8)

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report. (Vote of 4 to 0)

0169-12-8 Review of request for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-11/12	Airport Commission	\$18,000,000	Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. In 2007, the Civil Service Commission approved PSC 4034-05/06 for the maintenance of the Common Use Terminal Equipment Maintenance for the International Terminal; however, the new Terminal 2 and consolidation of systems in Terminal 1 and 3 have increased the scope of the maintenance and support. The work under this request includes maintenance and support of the Integrated Electronic Systems, Network Monitoring and Help Desk Services; and as-needed Patron Assistance. The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Network Monitoring and Help Desk Services provided outside of normal airport business hours, 365 days per year. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines.	Regular	12/31/22
4134-11/12	Children & Families Commission	\$70,000	The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.	Regular	12/31/16
4135-11/12	Emergency Management	\$200,000	The contractor will manage, organize, and administer regional catastrophic planning, training, and exercise efforts in the Bay Area as established by the bay Area UASI Approval Authority, through benchmarking, capabilities assessment and a series of public outreach.	Regular	04/30/14
4136-11/12	Environment	\$59,190	Administer the California Green Business Net-work's online	Regular	12/31/12

Civil Service Commission Meeting Minutes

Regular Meeting of June 18, 2012

4136-11/12	Environment	\$59,190	Administer the California Green Business Net-work's online Green Business database, including everyday database management, web based and in person trainings and support for new users of online database, customer service to all coordinator users, and oversight of bug fixes and necessary updates to the system.	Regular	12/31/12
4137-11/12	Municipal Transportation Agency	\$120,000	The Contractor will provide professional consulting services to the San Francisco Municipal Transportation Agency (SFMTA) to assist the SFMTA in developing, preparing, and updating Indirect Cost Allocations Plans based on the Federal Office of Management and Budget (OMB) 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87).	Regular	09/30/17
4138-11/12	City Planning	\$1,100,000	Transportation Impact Study (TIS) and a citywide programmatic Environmental Impact Report (EIR) for the Transportation Sustainability Program (TSP) consisting of two interrelated policy initiatives by the City and County of San Francisco. This initiative concerns a funding program for addressing the citywide transportation system performance impacts of additional housing and jobs generated by new development. The City would fund these improvements by adopting the proposed Transportation Sustainability Fee (TSF), a new development fee based on motorized trips.	Regular	12/31/14
4139-11/12	Public Utilities Commission	\$600,000	The consultant would prepare CEQA documents in conjunction with the San Francisco Planning Department, assist the SFPUC in environmental permit preparation and acquisition (if necessary), develop any necessary background reports in support of the above, and provide environmental expertise as necessary during the various project phases for the Auxiliary Water Supply System (AWSS) program.	Regular	07/30/16
4140-11/12	Public Utilities Commission	\$1,500,000	The proposed work consists of designing and building a microwave radio communications system from Moccasin to Calaveras Substation.	Regular	09/30/15
4141-11/12	Public Utilities Commission	\$8,000,000	Provide the back office services necessary to operate the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center.	Regular	02/01/17
4098-10/11	Airport Commission	Increase Amount \$10,200,000 New Amount \$13,000,000	Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. Essentially, four events have occurred since staff initially organized how it would manage the Program. Those events are that the FAA was unable to provide the design for required navigational systems, the FAA began to require additional reports from SFO as a result of recent audits, the FAA added a runway status light system and a runway template action plan to the Program, and final environmental documents for implementation of the Program at SFO identified additional concerns that the Airport will have to address during construction. The work includes specialty design and inspection pertaining to the FAA	Modification	06/30/16

			navigational aids systems, runway design and construction specific to the Program, project financial analyses, and development of a master project schedule.		
3103-09/10	Public Utilities Commission	Increase Amount \$73,500 New Amount \$98,000	The SFPUC provides a subsidy for SFPUC residential retail customer to purchase a laundry-to-landscape "kit" that includes the basic parts involved in setting up such a system. The SFPUC subsidizes up to \$100 towards the cost of the kits to those SFPUC residential customers in San Francisco who agree to be part of a laundry to landscape pilot study and participate in a mandatory workshop. The program also provides educational workshops. Participating customers agree to have SFPUC water conservation inspectors and potentially DBI audit their planned and installed systems. This program is structured similar to the rain barrel harvest program in which qualifying customers purchase the kit from an approved vendor and the SFPUC reimburses the vendor, also hosts workshops and provides an instructor to train participants on how to use the kits. This modification will allow the SFPUC to continue the program, conduct additional marketing, secure more participants, and gather more data on how residential L2L systems affect customer water use, landscaping and irrigation practices.	Modification	07/31/15

Speakers: Cynthia Avakian and Dave Barber, San Francisco International Airport spoke on PSC #4133-11/12.
Derik Aoki, Children & Families Commission spoke on PSC #4134-11/12.
David Scott, Public Utilities Commission spoke on PSC #3103-09/10.

Action:

- 1) Adopted the report; Approved request for PSC #4134-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- 2) Adopted the report; Approved request for PSC #4140-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- 3) Adopted the report; Approved request for PSC #4141-11/12 (Vote of 3 to 0); Commissioner Jung recused. (Vote of 4 to 0). Notified the Office of the Controller and the Office of Contract Administration.
- 4) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0165-11-6 Appeal by Jeff Adachi, Public Defender appealing the Human Resources Director's decision in the discrimination complaint filed by Ana Guevara EEO File #1526. (Item No. 10)

Speakers: None.

Action: Postponed to the meeting of September 17, 2012. (Vote of 4 to 0)

0147-12-5 Proposed amendments to Civil Service Commission Rule 112 – Eligible Lists Adding Article VII – Redevelopment-Only Priority Eligible List and Promotive Points to Implement AB 26. (Item No. 11)

May 21, 2012: Finalize drafts of proposed Rule amendments for posting and adoption. Continued to the meeting of June 4, 2012.

June 4, 2012: Posted for adoption.

Speakers: Alex Tonisson, IFPTE Local 21
Amy Dawson, former Redevelopment Agency employee
Edith Horner, former Redevelopment Agency employee
Barbara Lopez, SEIU Local 1021
Anita Sanchez, Executive Officer

Action: Adopted as posted. (Vote of 4 to 0)

0171-12-2 Request to Grant Status to PCS Employees as Listed in Classes – 4202 Assessment Clerk, 4203 Senior Assessment Clerk, 8108 Senior Legal Process Clerk and 8109 Document Examiner Technician to Classes -4213 Assessor-Recorder Office Assistant, 4214 Assessor-Recorder Office Specialist or 4215 Assessor-Recorder Senior Office Specialist. (Item No. 12)

Note: Request to hear item out of order. (Vote of 4 to 0)

Speakers: Phil Ting, Assessor-Recorder
Kimberly Kimura, Office of Assessor-Recorder
Ted Yamasaki, Department of Human Resources
Melanie Morales, Office of Assessor-Recorder
Christina Penland, Department of Human Resources
Micki Callahan, Human Resources Director
Vincent Williams, SEIU Local 1021
Kathleen Pierpont, Appellant
Diane Cirrincione, Appellant

Action: Adopted the report as amended. Approved the request for status grant for the following:

Mo'min Abdun Noor	From Class 8108 Senior Legal Process Clerk to Class 4214 Assessor-Recorder Office Specialist
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Terris Abhaya	From Class 4202 Assessment Clerk to 4213
Sandy Pubill	Assessor-Recorder Assistant
Susana Tan	

Maria Ahumada-Perez	From Class 8109 Document Examiner Technician to Class 4215 Assessor-Recorder Senior Office Specialist.
Arlene Boongaling	
Kit Chau	
Georgina Gogna	
Alice Kim	
Joe Lee	
Fanny Truong	

0171-12-2 (continued)

Ngee Chow	From Class 4203 Senior Assessment Clerk to Class
Ellen Collaco	4215 Assessor-Recorder Senior Office Specialist.
Pio Factor	
Leticia Granados	
Guadalupe Laurente	
Maria Quinones	
Pauline Tam	
Vincent Williams	
Stella Chow	From Class 8108 Senior Legal Process Clerk to
	Class 4215 assessor-Recorder Senior Office
	Specialist.
Rufino de Leon	From Class 4202 Assessment Clerk to Class 4215
Angela Lucas	Assessor-Recorder Senior Office Specialist.
Shanna Ngo	
Guadalupe Santana	
Myrna Flores	From Class 4202 Assessment Clerk to Class 4214
Alicia Petalver	Assessor-Recorder Office Specialist
Felomina Uban	

0170-12-2 Response to appeals submitted by Diane Cirrincione, Melissa Panday-Shrawder, Abdul Janjua, Dinora Sanchez, Gladys Sanchez, Carmelita Harris, Antonio Segarra, Kathleen Pierpont, Alice Cheung, and Julia Leiva in regards to Classification Action #31FY11/12 – Allocation and Status Grant Requests. (Item No. 13)

Speakers: Kimberly Kimura, Office of Assessor-Recorder
Melanie Morales, Office of Assessor-Recorder
Christina Penland, Department of Human Resources
Vincent Williams, SEIU Local 1021
Abdul Janjua, Appellant
Gladys Sanchez, Appellant

Action:

- 1) Rescind the motion to postpone Antonio Segarra's portion of the appeals to a meeting to be determined. (Vote of 4 to 0)
- 2) Adopted the report. Sustained the decision of the Human Resources Director; Denied the appeals submitted in regards to Classification Action #31FY11/12. (Vote of 4 to 0)

0012-12-7 Appeal by Elgin Major of his automatic resignation as a 7514 Laborer with the Public Utilities Commission. (Item No. 14)

Speakers: Criss Romero, Public Utilities Commission
Anthony Travis, Laborers Local 261
Elgin Major, Appellant
Micki Callahan, Human Resources Director

Action: 1) Adopted the report; Sustained the decision of the Public Utilities Commission. Upheld the automatic resignation of Elgin Major.
2) Cancelled all current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Public Utilities Commission. (Vote of 4 to 0)

0173-11-7 Request for hearing by John O'Driscoll of his designation as "Services Unsatisfactory" in his resignation as a 1023 IS Administrator III and his future employment restrictions with the Public Utilities Commission. (Item No. 15)

Speakers: None.

Action: No future employment with the San Francisco Public Utilities Commission;
No future employment with the City and County of San Francisco.
(Vote of 4 to 0) Mr. O'Driscoll failed to appear.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

None.

ADJOURNMENT (Item No. 17)

4:17 p.m.

The meeting adjourned in recognition of the service provided to the Civil Service Commission and the City & County of San Francisco by Anita Sanchez, Executive Officer. (Vote of 4 to 0)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AGENDA

Regular Meeting
July 2, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

JUN 27 2012

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soft@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City & County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 2, 2012
2:00 p.m.

ITEM NO.

1) CALL TO ORDER & ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION
OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON
TODAY'S AGENDA

3) APPROVAL OF MINUTES

Regular Meeting of June 18, 2012

Recommendation: Adopt.

4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

5) HUMAN RESOURCES DIRECTOR'S REPORT

6) EXECUTIVE OFFICER'S REPORT

Report of Inspection Service Requested by the Commission regarding the
Rating of Applicants and Establishment of the Eligible List for Class 1944
Materials Coordinator (Position-Based Testing) at the Department of Public
Health (DPH) – San Francisco General Hospital (SFGH). (File No. 0262-12-11)
– Action Item

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission Meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

7) Review of request for approval of proposed personal services contracts. (File No. 0263-12-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-12/13	Airport Commission	\$300,000	SFO requires a Contractor to provide services to install operating system upgrade and MDI Access Control System application upgrade new servers, database client licenses, and deploy the new system to production. This system provides SFO with its ID card access and alarm application, with several Airport security systems. The Access Control System contains proprietary software and hardware components custom designed by MDI. Support and parts for the MDI Access Control System is only available via authorized dealers who are required to have staff certified in the version of software they are supporting. This project will result in virtualizing the servers for the application, database and reporting. The Contractor will provide MDI support for the following: 1) Custom application programming logic; 2) Proprietary communication software components; 3) Proprietary software interfaces to the computer aided dispatch system; and 4) Custom database implementation.	Regular	06/30/17
4001-12/13	Public Health	\$65,000	This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time survey required by the State, to ensure as much administrative time as possible is claimed for reimbursement.	Regular	06/30/15
4002-12/13	Public Utilities Commission	\$1,500,000	Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (critical infrastructure protection) and COM (communication) requirements.	Regular	06/30/17
4003-12/13	Public Utilities Commission	\$2,000,000	Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).	Regular	06/30/17

4130-08/09	Airport Commission	Increase Amount \$3,500,000 New Amount \$9,500,000	The International Strategic Marketing Alliance was established in 1998 to increase international flight activity to SFO. The Airport proposes to continue or re-establish the same or similar successful services by a newly established pool of overseas representation partners with on-the-ground representation in, but not limited to, Asia, Australia, Central and South America and Europe. These partners will promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide, participate in joint trade missions with the Airport and the Mayor's Office, assist in international air route development, represent SFO in country developing promotion and advertising campaigns in language and specific to local cultures and trends, and provide market research and intelligence wherever possible.	Modification	06/30/17
4041-07/08	Public Utilities Commission	Increase Amount \$584,000 New Amount \$1,034,000	Preparation of a Habitat Conservation Plan (HCP) for the Alameda Watershed including permitting for maintenance of the new Diversion Dam Road Bridge. The Alameda Watershed HCP will provide coverage for SFPUC operations, including bridge maintenance, in the Sunol Valley region under the Federal and California Endangered Species Act (FESA and CESA). Without the HCP, some SFPUC operations (including bridge maintenance) that impact special status species could be restricted or prohibited and the SFPUC could be faced with significant penalties under the FESA and CESA. This modification will permit completion of the Alameda Watershed Habitat Conservation Plan (AWHCP), including preparing applications for regulatory permits/approvals, mitigating, monitoring and reporting on plans like the AWHCP, which includes additional bridge maintenance.	Modification	06/30/15
4064-08/09	Public Utilities Commission	Increase Amount \$2,000,000 New Amount \$3,500,000	Conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts (CS-946). This modification of the Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne Wild and Scenic River Plan. Failure to approve this PSC will result in the SFPUC renegeing on existing commitments per Raker Act stipulations and SFPUC policy. This modification is necessary to continue technical support for (1) implementation of the SFPUC Water Enterprise environmental stewardship policy, (2) implementation of studies and monitoring required by the Water System Improvement Program Final Programmatic Environmental Impact Report, (3) implementation of updated O'Shaughnessy Dam instream flows, and (4) support for related efforts on Alameda, Pilarcitos, and San Mateo Creeks to plan, develop, and implement conditions of new or existing agreements related to instream flow needs.	Modification	04/19/18

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

- 8) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS
- 9) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

2/12

SANDRA ENG
TRAINING EXECUTIVE OFFICER

MINUTES Regular Meeting July 2, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 18, 2012

Action: Adopted. (Vote of 4 to 0)

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HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Human Resources Director questioned when Peace Officer appeals will be heard.

Sandra Eng, Acting Executive Officer explained the internal procedures for processing Peace Officer appeals are being reviewed by the City Attorney. The hearings will be in Closed Session unless the appellant submits a confidentiality waiver form. If other peace officers are mentioned in the appeal, they will also have the option to waive confidentiality. Otherwise, all of the appeals will be in Closed Session.

President Favetti requested that the City Attorney's opinion regarding Peace Officer hearings be redistributed to all concerned as a refresher.

EXECUTIVE OFFICER'S REPORT

0262-12-11 Report of Inspection Service Requested by the Commission regarding the Rating of Applicants and Establishment of the Eligible List for Class 1944 Materials Coordinator (Position-Based Testing) at the Department of Public Health (DPH) – San Francisco General Hospital (SFGH). (Item No. 6)

Speakers: Luz Morganti, Civil Service Commission
John Kraus, Department of Human Resources

Action: Accepted the report and amended to request that the Human Resources Director review the hiring process and the policy on verification and provide training within the departments.
(Vote of 4 to 0)

0263-12-8 Review of request for approval of proposed personal services contract. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-12/13	Airport Commission	\$300,000	SFO requires a Contractor to provide services to install operating system upgrade and MDI Access Control System application upgrade new servers, database client licenses, and deploy the new system to production. This system provides SFO with its ID card access and alarm application, with several Airport security systems. The Access Control System contains proprietary software and hardware components custom designed by MDI. Support and parts for the MDI Access Control System is only available via authorized dealers who are required to have staff certified in the version of software they are supporting. This project will result in virtualizing the servers for the application, database and reporting. The Contractor will provide MDI support for the following: 1) Custom application programming logic; 2) Proprietary communication software components; 3) Proprietary software interfaces to the computer aided dispatch system; and 4) Custom database implementation.	Regular	06/30/17

Civil Service Commission Meeting Minutes

Regular Meeting of June 4, 2012

4001-12/13	Public Health	\$65,000	This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time survey required by the State, to ensure as much administrative time as possible is claimed for reimbursement.	Regular	06/30/15
4002-12/13	Public Utilities Commission	\$1,500,000	Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (critical infrastructure protection) and COM (communication) requirements.	Regular	06/30/17
4003-12/13	Public Utilities Commission	\$2,000,000	Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).	Regular	06/30/17
4130-08/09	Airport Commission	Increase Amount \$3,500,000 New Amount \$9,500,000	The International Strategic Marketing Alliance was established in 1998 to increase international flight activity to SFO. The Airport proposes to continue or re-establish the same or similar successful services by a newly established pool of overseas representation partners with on-the-ground representation in, but not limited to, Asia, Australia, Central and South America and Europe. These partners will promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide, participate in joint trade missions with the Airport and the Mayor's Office, assist in international air route development, represent SFO in country developing promotion and advertising campaigns in language and specific to local cultures and trends, and provide market research and intelligence wherever possible.	Modification	06/30/17
4041-07/08	Public Utilities Commission	Increase Amount \$584,000 New Amount \$1,034,000	Preparation of a Habitat Conservation Plan (HCP) for the Alameda Watershed including permitting for maintenance of the new Diversion Dam Road Bridge. The Alameda Watershed HCP will provide coverage for SFPUC operations, including bridge maintenance, in the Sunol Valley region under the Federal and California Endangered Species Act (FESA and CESA). Without the HCP, some SFPUC operations (including bridge maintenance) that impact special status species could be restricted or prohibited and the SFPUC could be faced with significant penalties under the FESA and CESA. This modification will permit completion of the Alameda Watershed Habitat Conservation Plan (AWHCP), including preparing applications for regulatory permits/approvals, mitigating, monitoring and reporting on plans like the AWHCP, which includes additional bridge maintenance.	Modification	06/30/15

4064-08/09	Public Utilities Commission	Increase Amount \$2,000,000 New Amount \$3,500,000	Conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts (CS-946). This modification of the Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne Wild and Scenic River Plan. Failure to approve this PSC will result in the SFPUC reneging on existing commitments per Raker Act stipulations and SFPUC policy. This modification is necessary to continue technical support for (1) implementation of the SFPUC Water Enterprise environmental stewardship policy, (2) implementation of studies and monitoring required by the Water System Improvement Program Final Programmatic Environmental Impact Report, (3) implementation of updated O'Shaughnessy Dam instream flows, and (4) support for related efforts on Alameda, Pilarcitos, and San Matco Creeks to plan, develop, and implement conditions of new or existing agreements related to instream flow needs.	Modification	04/19/18
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Speakers:

Cynthia Avakian and Jeff Hoglind, Airport Commission and Donna Kotake, Department of Human Resources spoke on PSC #4130-08/09.

Action:

Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 8)

President Favetti requested a Special Meeting prior to the Regular Meeting of July 16, 2012, in order to follow up on the Executive Officer vacancy.

She also mentioned that staff should be making preparations for a Strategic Planning Meeting possibly in October.

ADJOURNMENT (Item No. 9)

2:42 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Agenda and Notice of Special Meeting – Closed Session

Monday, July 16, 2012

1:00 p.m.

City Hall – Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

- I. Call to Order and Roll Call
- II. Public comment on all matters appearing on the Special Meeting Agenda Session.
- III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0161-12-01) (ACTION ITEM)
- A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER
(DISCUSSION AND POSSIBLE ACTION ITEM)
- May 7, 2012: The Commission voted not to disclose any and all discussions held in closed session.
- June 4, 2012: A) The Commission voted to disclose the following action from its closed session (San Francisco Administrative Code Section 67.12 (a))
- B) The Commission directed/requested the Executive Officer to make representation and communication with the Mayor's Office as to any assistance that can be given both the Commission and its Staff in the endeavor to find the replacement for Executive Officer. (Vote of 4 to 0)
- Recommendation: Open for Discussion.
- IV. Reconvene in open session:
- A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)
- B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))
- V. Adjournment

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted July 11, 2012

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

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All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

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I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Minutes of Special Meeting – Closed Session

Monday, July 16, 2012
1:00 p.m.

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KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

- I. The Special Meeting was called to order at 1:19 p.m.

Present: President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Not Present: E. Dennis Normandy (Notified of Absence)

President Kate Favetti presided.

- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

Micki Callahan reported to the Commission on recruitment resources and pre-qualified executive search firms.

- III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0161-12-1)

Action: The Commission voted to conduct closed session. (Vote of 3-0)

A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER
(DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 1:33 p.m. in City Hall, Room 400 and the following were present:

Kate Favetti, President, CSC
Scott R. Heldfond, Vice President, CSC
Mary Y. Jung, Commissioner, CSC
Sandra Eng, Assistant Executive Officer, CSC
Lizzette Henríquez, Personnel Technician, CSC

Closed Session ended at 1:59 p.m.

- IV. Reconvened in open session at 2:00 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (Vote of 3 to 0)

- V. Adjournment

2:01 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

A G E N D A

Regular Meeting
July 16, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
July 16, 2012
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of July 2, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0270-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-12/13	Art Commission	\$330,000	Eight Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.	Regular	06/30/13
4005-12/13	Emergency Management	\$585,000	This project will: 1) assess the state of medical surge planning and patient tracking efforts in the Bay Area UASI (BAUASI) region and provide technical assistance to counties; and 2) develop a final report including a gap analysis regarding regional medical surge planning, a feasibility assessment related to patient tracking, and a road map for next steps.	Regular	01/01/14
4006-12/13	Fire Department	\$258,719	The Fire Department currently owns a Fire Trainer T-1000 Training Simulator, which is used at the Division of Training for conducting live fire simulations to recruits and uniformed members. Based on the manufacturer's preventive maintenance tasks outlined in the product's service manual, the contract will be for quarterly inspections, cleaning, checking/verifying, calibrating/adjusting and/or flushing of the product's various pilot lights, burners, valves, sensors, fans, blowers, wires, filters, batteries and cabinet housing. Additionally, if any of the product's elements listed above were to break down and need repair or replacement, the contract includes corrective maintenance at a pre-set hourly rate for labor plus the cost of parts.	Regular	06/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of July 16, 2012

4007-12/13	Municipal Transportation Agency	\$5,000,000	The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task at will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required test, measurement are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guideline; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements	Regular	12/31/12
4008-12/13	City Planning	\$75,000	The SF Public Utilities Commission applied for and received a grant from the US Environmental Protection Agency in September 2010 to develop the Civic Center Sustainable District Plan that will evaluate opportunities for sustainable management of water, wastewater, storm water and energy resources within the District and develop projects and strategies that will result in measurable reductions in water, wastewater and power demands over time. \$75,000 was budgeted for the Planning Department to develop background documentation and a cultural landscape survey of the Civic Center Historic District. The existing designation materials do not fully document the important landscape features that, together with the buildings, comprise the character of the District. The documentation is intended to update and consolidate all background information regarding the District into one information sources and identify all character-defining features that contribute to the significance. The consultant will provide a matrix outlining survey findings, and prepare a single document based on a review of all previous documentation and primary research.	Regular	12/31/13
4009-12/13	Public Utilities Commission	\$14,000,000	Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.	Regular	08/31/26
4010-12/13	Public Works	\$4,500,000	Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	Regular	12/31/17

4185-06/07	Human Resources	Increase Amount \$4,500,000 New Amount \$9,000,000	The San Francisco Health Plan ("SFHP") administers healthcare coverage to eligible temporary exempt as-needed City employees who are members of SEIU Local 1021, formerly Local 790, 535, UHW. This modification allows the City to exercise the 2-year contract extension to continue to provide healthcare services that include preventive care, hospitalization, vision services, emergency care, prescription drugs, etc.	Modification	06/30/14
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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Ted Zarzecki of the Municipal Transportation Agency's findings on his discrimination complaint, EEO File #10482. (File No. 0049-12-6) – Action Item

Recommendation: Postpone to the meeting of August 6, 2012 at the request of the Municipal Transportation Agency.

REGULAR AGENDA

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(9) Request to Grant Status to PCS Employee Jocelyn Gordon from Class 4203 Senior Assessment Clerk to Class 4214 Assessor-Recorder Office Specialist. (File No. 0271-12-2) – Action Item

Recommendation: Adopt the report. Grant status to PCS Employee Jocelyn Gordon from Class 4203 Senior Assessment Clerk to Class 4214 Assessor-Recorder Office Specialist.

(10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(11) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

MINUTES Regular Meeting July 16, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

GOVERNMENT
DOCUMENTS DEPT

ROLL CALL

JUL 18 2012

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Not Present (Notified absence)

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President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of July 2, 2012

Action: Adopted. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director reminded the Commission that the new Human Resources/ Payroll System will be going live at the end of August. The first pay check under the new payroll system will be September 11, 2012. All departments have been notified not to make any appointments during the middle of August in order to prevent inputting obsolete data at the start up.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

0270-12-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-12/13	Art Commission	\$330,000	Eight Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.	Regular	06/30/13
4005-12/13	Emergency Management	\$585,000	This project will: 1) assess the state of medical surge planning and patient tracking efforts in the Bay Area UASI (BAUASI) region and provide technical assistance to counties; and 2) develop a final report including a gap analysis regarding regional medical surge planning, a feasibility assessment related to patient tracking, and a road map for next steps.	Regular	01/01/14
4006-12/13	Fire Department	\$258,719	The Fire Department currently owns a Fire Trainer T-1000 Training Simulator, which is used at the Division of Training for conducting live fire simulations to recruits and uniformed members. Based on the manufacturer's preventive maintenance tasks outlined in the product's service manual, the contract will be for quarterly inspections, cleaning, checking/verifying, calibrating/adjusting and/or flushing of the product's various pilot lights, burners, valves, sensors, fans, blowers, wires, filters, batteries and cabinet housing. Additionally, if any of the product's elements listed above were to break down and need repair or replacement, the contract includes corrective maintenance at a pre-set hourly rate for labor plus the cost of parts.	Regular	06/30/15

Civil Service Commission Meeting Minutes

Regular Meeting of July 16, 2012

4007-12/13	Municipal Transportation Agency	\$5,000,000	The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neo-plan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task at will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required test, measurement are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guideline; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Regular	12/31/12
4008-12/13	City Planning	\$75,000	The SF Public Utilities Commission applied for and received a grant from the US Environmental Protection Agency in September 2010 to develop the Civic Center Sustainable District Plan that will evaluate opportunities for sustainable management of water, wastewater, storm water and energy resources within the District and develop projects and strategies that will result in measurable reductions in water, wastewater and power demands over time. \$75,000 was budgeted for the Planning Department to develop background documentation and a cultural landscape survey of the Civic Center Historic District. The existing designation materials do not fully document the important landscape features that, together with the buildings, comprise the character of the District. The documentation is intended to update and consolidate all background information regarding the District into one information sources and identify all character-defining features that contribute to the significance. The consultant will provide a matrix outlining survey findings, and prepare a single document based on a review of all previous documentation and primary research.	Regular	12/31/13
4009-12/13	Public Utilities Commission	\$14,000,000	Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.	Regular	08/31/26
4010-12/13	Public Works	\$4,500,000	Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	Regular	12/31/17

Civil Service Commission Meeting Minutes

Regular Meeting of July 16, 2012

4185-06/07	Human Resources	Increase Amount \$4,500,000 New Amount \$9,000,000	The San Francisco Health Plan ("SFHP") administers healthcare coverage to eligible temporary exempt as-needed City employees who are members of SEIU Local 1021, formerly Local 790, 535, UHW. This modification allows the City to exercise the 2-year contract extension to continue to provide healthcare services that include preventive care, hospitalization, vision services, emergency care, prescription drugs, etc.	Modification	06/30/16
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Speakers: T.J. Lansang, Municipal Transportation Agency spoke on PSC #4007-12/13.
Greg Lyman and Kofo Domingo, Public Utilities Commission spoke on PSC #4009-12/13.
Brent Lewis, Department of Human Resources spoke on PSC #4185-06/07.

Action: (1) Adopted the report; Approved the request for PSC #4009-12/13 as amended to reflect that staff will be trained. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
(2) Adopted the report; Approved the request for PSC #4185-06/07 as amended to extend duration to June 30, 2016. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
(3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0049-12-6 Appeal by Ted Zarzecki of the Municipal Transportation Agency's findings on his discrimination complaint, EEO File #10482. (Item No. 8)

Speakers: None.

Action: Postponed to the meeting of August 6, 2012 at the request of the Municipal Transportation Agency. (Vote of 3 to 0)

0271-12-2 Request to Grant Status to PCS Employee Jocelyn Gordon from Class 4203 Senior Assessment Clerk to Class 4214 Assessor-Recorder Office Specialist. (Item No. 9)

Speakers: Melanie Morales, Office of Assessor-Recorder

Action: Adopted the report. Granted status to PCS Employee Jocelyn Gordon from Class 4203 Senior Assessment Clerk to Class 4214 Assessor-Recorder Office Specialist. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

President Favetti brought to the attention of the Commission that the State has suspended the Brown Act Provisions due to budgetary reasons. She inquired of the Deputy City Attorney whether that applied to cities and counties and will it have an impact on our City and specifically the Civil Service Commission. She requested a report on this matter.

She also stated that the State Supreme Court ruled on the question of the Prevailing Wage and although she does not think that it will affect San Francisco, they are saying that individual counties could establish wages outside the normal measures. There are questions she would like to have addressed.

With regard to exempt employees, the Cityline Newspaper from IFPTE Local 21 cites there is evidence of temporary appointments exceeding the 1040 hours allowed, substitute appointments exceeding two (2) years and special project limited funding exceeding three (3) years. She requested this be addressed in the next report of the Human Resources Director/Executive Officer.

President Favetti requested the Supplemental Report requested of the Department of Public Health be put on the Consent Agenda of the next meeting.

She suggested that the Strategic Planning Meeting to be held sometime in October 2012 include the discussion on the personal services contracts Form 1 for revision.

ADJOURNMENT (Item No. 11)

2:33 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Agenda and Notice of Special Meeting – Closed Session

Monday, August 6, 2012

1:00 p.m.

City Hall – Room 400

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

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PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
CTING EXECUTIVE OFFICER

- I. Call to Order and Roll Call
- II. Public comment on all matters appearing on the Special Meeting Agenda Session.
- III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0161-12-01) (ACTION ITEM)
 - A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER (DISCUSSION AND POSSIBLE ACTION ITEM)

May 7, 2012: The Commission voted not to disclose any and all discussions held in closed session.

June 4, 2012:
 - A) The Commission voted to disclose the following action from its closed session (San Francisco Administrative Code Section 67.12 (a))
 - B) The Commission directed/requested the Executive Officer to make representation and communication with the Mayor's Office as to any assistance that can be given both the Commission and its Staff in the endeavor to find the replacement for Executive Officer.

July 16, 2012: The Commission voted not to disclose any or all discussions held in closed session

Recommendation: Open for Discussion.
- IV. Reconvene in open session:
 - A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)
 - B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))
- V. Adjournment

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted August 1, 2012

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Minutes of Special Meeting – Closed Session

Monday, August 6, 2012

1:00 p.m.

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KATE FAVETTI
PRESIDENT

- I. The Special Meeting was called to order at 1:11 p.m.

SCOTT R. HELDFOND
VICE PRESIDENT

Present: President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
E. Dennis Normandy

MARY Y. JUNG
COMMISSIONER

President Kate Favetti presided.

E. DENNIS NORMANDY
COMMISSIONER

- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

- III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0161-12-1)

SANDRA ENG
ACTING EXECUTIVE OFFICER

Action: The Commission voted to conduct closed session. (Vote of 4-0)

A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER
(DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 1:14 p.m. in City Hall, Room 400 and the following were present:

Kate Favetti, President, CSC
Scott R. Heldfond, Vice President, CSC
Mary Y. Jung, Commissioner, CSC
E. Dennis Normandy, Commissioner, CSC
Sandra Eng, Assistant Executive Officer, CSC
Lizzette Henríquez, Personnel Technician, CSC

Closed Session ended at 1:44 p.m.

- IV. Reconvened in open session at 1:50 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (Vote of 4 to 0)

- V. Adjournment

1:50 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

A G E N D A

Regular Meeting
August 6, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

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If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of August 6, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 6, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of July 16, 2012

Recommendation: Adopt.

Regular Meeting of July 16, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0286-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4011-12/13	Airport Commission	\$500,000	Consultant will conduct a feasibility study for constructing a shoreline protection system that will protect the Airport property from the 1% annual chance flood or base flood defined by Federal Emergency Management Agency (FEMA) and sea level rise. The consultant will provide expert recommendation on improvements of existing levees and construction of new levees that will meet FEMA's design guidelines, perform geotechnical testing and structural analyses to ensure both old and new levees provide stability as required by FEMA, and establish design floor elevation based on FEMA's base flood elevation.	Regular	08/14/15
4012-12/13	Controller	\$300,000	Provide arbitrage rebate and compliance services necessary to comply with federal tax law and Internal Revenue Service (IRS) regulations and to calculate and report the rebate liability with respect to the City's tax exempt fixed and variable rate debt obligations.	Regular	12/31/17
4013-12/13	Emergency Management	\$500,000	Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools and aid in the facilitation advancement of resilience in San Francisco.	Regular	08/31/14
4014-12/13	Emergency Management	\$500,000	The chosen consultant(s) will research, develop and implement an updated community engagement strategy and tactics for the Department of Emergency Management. This strategy will focus on collateral, digital, and interactive components designed to be multi-generational and multi-cultural in nature. The focus of the messaging will be preparedness and resilience related.	Regular	08/31/14
4015-12/13	Public Utilities Commission	\$400,000	An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.	Regular	08/01/13

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (File No. 0283-12-3) – Action Item

Recommendation: Adopt the report; Transmit rates to the Retirement System in Accordance with Charter Section A8.590.1-A8.590.7; Provide report to the Board of Supervisors.

(9) Supplemental Report related to the request to grant permanent status to employees with Temporary Civil Service Status in Class 2303 Patient Care Assistants at the Department of Public Health. (File No. 0072-12-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Report on implementation of the Fire Pilot Program. (File No. 0287-12-2) – Action Item

Recommendation: Adopt the report.

(11) Appeal by Ted Zarzecki of the Municipal Transportation Agency's findings on his discrimination complaint, EEO File #10482. (File No. 0049-12-6) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Ted S. Zarzecki.

(12) Appeal by Alvin Ja of the Municipal Transportation Agency's findings on his EEO Complaint, EEO File #10525. (File No. 0154-12-6) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Alvin Ja.

SEPARATION AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (13) **Determination of future employability: Dismissal of permanent civil service appointment of Manolita Arroyo, Custodian (Job Code 2708) with the San Francisco Community College District. (File No. 0310-10-7) – Action Item**

Recommendation: No future employment with the San Francisco Community College District.

- (14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (15) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

MINUTES Regular Meeting August 6, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

- (1) Gus Feldman, SEIU Local 1021 Field Representative, spoke regarding the terminations of Temporary Exempt employees in the Department of Public Health (DPH). SEIU Local 1021 has made many attempts to meet and confer with DPH regarding an arbitration award affecting the Citywide Memorandum of Understanding between SEIU 1021 represented miscellaneous classes and the City and County.
- (2) Shari Zinn, San Francisco General Hospital spoke of the need to retain the as-needed employees scheduled to be laid off.
- (3) Dong Sheng Liu, San Francisco General Hospital expressed his frustration on being laid off.
- (4) Mandana Siyadat, San Francisco General Hospital stated that it is difficult to train new people every three months. It is an HR problem and a patient care matter.

- (5) Uzma Shaikh, as-needed Medical Assistant is being laid off and stressed what a hardship it is for her and her family.
- (6) Frank Martin del Campo, SEIU Local 1021 urged the Commission to extend the pending as-needed lay-offs at the Department of Public Health.
- (7) Valoria Russel-Benson requested an investigation of as-needed temporary appointments.
- (8) David Canham, asked the Commission to intervene in the Department of Public Health's treatment of temporary as-needed employees.
- (9) Brendo Barros, SEIU Local 1021 spoke about the effects on their medical clinic and asked the Commission to withdraw the pending lay-offs.

APPROVAL OF MINUTES

Special Meeting of July 16, 2012

Action: Adopted. (Vote of 4 to 0)

Regular Meeting of July 16, 2012

Action: Adopted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

0286-12-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4011-12/13	Airport Commission	\$500,000	Consultant will conduct a feasibility study for constructing a shoreline protection system that will protect the Airport property from the 1% annual chance flood or base flood defined by Federal Emergency Management Agency (FEMA) and sea level rise. The consultant will provide expert recommendation on improvements of existing levees and construction of new levees that will meet FEMA's design guidelines, perform geotechnical testing and structural analyses to ensure both old and new levees provide stability as required by FEMA, and establish design floor elevation based on FEMA's base flood elevation.	Regular	08/14/15
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4015-12/13	Public Utilities Commission	\$400,000	An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.	Regular	08/01/13

Speakers: Patrick Leung, Emergency Management spoke on PSC #s 4013-12/13 and 4014-12/13.

Action: (1) Adopted the report; Approved the request for PSC #s 4013-12/13 and 4014-12/13 as amended. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 (2) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0283-12-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (Item No. 8)

Speakers: None.

Action: Adopted the report; Transmitted rates to the Retirement System in Accordance with Charter Section A8.590.1-A8.590.7; Provided report to the Board of Supervisors. (Vote of 4 to 0)

0072-12-1 Supplemental Report related to the request to grant permanent status to employees with Temporary Civil Service Status in Class 2303 Patient Care Assistants at the Department of Public Health. (Item No. 9)

Speakers: Liz Jacobi, Department of Public Health

Action: Adopted the report. (Vote of 4 to 0)

0287-12-2 Report on implementation of the Fire Pilot Program. (Item No. 10)

Speakers: John Kraus, Department of Human Resources

0049-12-6 Appeal by Ted Zarzecki of the Municipal Transportation Agency's findings on his discrimination complaint, EEO File #10482. (Item No. 11)

Speakers: None.

Action: Accepted the request by Ted S. Zarzecki to withdraw his appeal.
(Vote of 4 to 0)

0154-12-6 Appeal by Alvin Ja of the Municipal Transportation Agency's findings on his EEO Complaint, EEO File #10525. (Item No. 12)

Speakers: Rod Goree, Municipal Transportation Agency
Clare Leung, Municipal Transportation Agency
Alvin Ja, Appellant
Sallie Gibson, Deputy City Attorney

Action: Adopted the report. Sustained the decision of the Director of Transportation; denied the appeal by Alvin Ja. (Vote of 4 to 0)

0310-10-7 Determination of future employability: Dismissal of permanent civil service appointment of Manolita Arroyo, Custodian (Job Code 2708) with the San Francisco Community College District. (Item No. 13)

Speakers: Curtis Oler, Attorney

Action: The Commission accepted the decision of Manolita Arroyo to withdraw her appeal and adopted the recommendation of the Community College District as follows: No future employment with the San Francisco Community College District. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

In response to an inquiry by President Favetti the Acting Executive Officer was directed to calendar for the next meeting a report on the Suspension of the Public Records Act.

ADJOURNMENT (Item No. 15)

3:13 p.m.

The meeting adjourned in memory of Margaret Elsbernd, Mother of Supervisor Sean Elsbernd. The Commission directed the Acting Executive Officer to forward expressions of condolence to the family on behalf of the Commission.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

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D. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

A G E N D A

Regular Meeting
August 20, 2012

2:00 p.m.
ROOM 400, CITY HALL
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ADJOURNMENT

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

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I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 20, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of August 6, 2012

Recommendation: Adopt.

Regular Meeting of August 6, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

- (6) **Report on the Goals and Objectives of the Civil Service Commission as of June 30, 2012, including Summary of FY 2011-12 Inspection Service Requests and Merit System Audits. (File No. 0298-12-1)**

Recommendation: Adopt the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) **Review of request for approval of proposed personal services contracts. (File No. 0299-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-12/13	Economic and Workforce Development	\$250,000	OEWD seeks a small business and real estate loan administrator(s) to screen loan applications and provide technical assistance to prospective loan borrowers, document local and federal program eligibility, underwrite loan applications, secure Department of Housing and Urban Development (HUD) approval of applications, present to loan committee, assist in loan closings, and help manage repayments. Funding is originated from general funds for Emerging Business Loan Program and a federal department for Section 108 Loan Program. The City's loan must be repaid; therefore, the consultant must conduct a detailed credit analysis, based on credit information furnished by the borrower. In order to mitigate losses for Section 108 Loan Program, the City is looking for a loan administrator to provide a loan loss reserve of 8% of Section 108 funding of \$23 million.	Regular	12/31/14
4017-12/13	Public Utilities Commission	\$1,500,000	Consultant Services are needed to monitor the technical and procedural sufficiency of the SFPUC's administration of the Community Choice Aggregation (CCA) Program, verify the economic assumptions and feasibility of the CCA Program and recommend to the San Francisco Local Agency Formation Commission (SF LAFCO) improvements to ensure its success.	Regular	03/31/13
4018-12/13	Department of Technology	\$386,945	This contract will consist of the services of an independent consultant with the technical expertise to perform a detailed inventory and infrastructure demographics of the City's Avaya PBX (Private Branch eXchange) telephone system, which is currently under a separate maintenance and support contract. The telecom consultant will provide an accurate inventory of all major components of the system. This will include all supporting infrastructure, trunks and lines.	Regular	04/30/13

Civil Service Commission Meeting Agenda**Regular Meeting of August 20, 2012**

3013-11/12	Economic and Workforce Development	Increase Amount \$100,000 New Amount \$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	Modification	12/31/13
3046-11/12	Human Resources	Increase Amount \$50,000 New Amount \$99,500	The Contractor shall provide contract management advisory and quality assurance services to ensure compliance with City requirements and timely, defensible execution of contracting processes. Services shall include guidance on pre-solicitation, solicitation, evaluation, and negotiations, as well as post contract management issues.	Modification	06/30/13
3116-09/10	Public Utilities Commission	Increase Amount \$49,000 New Amount \$98,000	Hosting, production and distribution of six bi-monthly issues of Digital Currents (the SFPUC's electronic external newsletter) annually.	Modification	08/31/13

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0300-12-1) – Action Item

Recommendation: Adopt the report.

(9) Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0301-12-1) – Action Item

Recommendation: Adopt the report.

(10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(11) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES

Regular Meeting
August 20, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

Edith Horner, former Redevelopment Agency employee inquired on the status of a proposed rule for a "Redevelopment Agency Only Priority Eligible List" to be added to the Civil Service Commission Rules as a result of an agreement between the City, SEIU Local 1021 and IFPTE Local 21.

Kevin Hughes, IBEW Local 6 Representative spoke of an on-going problem at the San Francisco International Airport regarding the appointment of a person who does not meet the minimum qualifications.

Gus Feldman, SEIU Local 1021 stated that that the Union held a Step 2 Grievance Meeting and are awaiting a response from the department regarding exempt appointments.

Brenda Barros, SEIU Local 1021 spoke on behalf of Alicia Williams and problems she is having with scheduling and her special needs child.

APPROVAL OF MINUTES

Special Meeting of August 6, 2012

Action: Adopted. (Vote of 4 to 0)

Regular Meeting of August 6, 2012

Action: Adopted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director reported that the reports expected by the Commission will be presented at the next meeting due to staff being consumed with eMerge going online.

EXECUTIVE OFFICER'S REPORT

0298-12-1 Report on the Goals and Objectives of the Civil Service Commission as of June 30, 2012, including Summary of FY 2011-12 Inspection Service Requests and Merit System Audits. (Item No. 6)

Speakers: Sandra Eng, Acting Executive Officer

Action: Adopted the report. (Vote of 4 to 0)

NOTE: President Favetti stated that it is good that findings from the audit conducted by Civil Service Commission staff found that departments complied with the rules and regulations as required except for a few small issues that need to be reviewed. When JobAps was formed, there were public comments from the Department of Human Resources as well as other interested parties on the idea of creating a link directly to the appeals language.

The medical exam appeal language does not come out to the individual until they have been rejected and then there is a specific process. It does not go to the Commission at this point. It would be appropriate to follow-up to make sure the departments are providing information regarding this appeal process.

President Favetti questioned how many applicants were City employees and if qualifications were verified for all applicants for the Class 0923 Manager II Director of Workforce Program position.

She also asked Commission staff to follow-up with the department who conducted the examination for the Class 6220 Inspector Weights and Measures position so there is adequate training.

0298-12-1 (continued)

She suggested that in future Inspection Service Reports to the Commission to add the complaints and types of issues. In regards to the goals and objectives, President Favetti wanted to make sure that the department will get computer upgrades.

As for Advisors, this should be a part of our Strategic Planning and things to do. They need to be updated and reorganized.

She commended and thanked the staff for such an excellent report.

0299-12-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-12/13	Economic and Workforce Development	\$250,000	OEWD seeks a small business and real estate loan administrator(s) to screen loan applications and provide technical assistance to prospective loan borrowers, document local and federal program eligibility, underwrite loan applications, secure Department of Housing and Urban Development (HUD) approval of applications, present to loan committee, assist in loan closings, and help manage repayments. Funding is originated from general funds for Emerging Business Loan Program and a federal department for Section 108 Loan Program. The City's loan must be repaid; therefore, the consultant must conduct a detailed credit analysis, based on credit information furnished by the borrower. In order to mitigate losses for Section 108 Loan Program, the City is looking for a loan administrator to provide a loan loss reserve of 8% of Section 108 funding of \$23 million.	Regular	12/31/14
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4018-12/13	Department of Technology	\$386,945	This contract will consist of the services of an independent consultant with the technical expertise to perform a detailed inventory and infrastructure demographics of the City's Avaya PBX (Private Branch eXchange) telephone system, which is currently under a separate maintenance and support contract. The telecom consultant will provide an accurate inventory of all major components of the system. This will include all supporting infrastructure, trunks and lines.	Regular	04/30/13

3013-11/12	Economic and Workforce Development	Increase Amount \$100,000 New Amount \$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	Modification	12/31/13
3046-11/12	Human Resources	Increase Amount \$50,000 New Amount \$99,500	The Contractor shall provide contract management advisory and quality assurance services to ensure compliance with City requirements and timely, defensible execution of contracting processes. Services shall include guidance on pre-solicitation, solicitation, evaluation, and negotiations, as well as post contract management issues.	Modification	06/30/13
3116-09/10	Public Utilities Commission	Increase Amount \$49,000 New Amount \$98,000	Hosting, production and distribution of six bi-monthly issues of Digital Currents (the SFPUC's electronic external newsletter) annually.	Modification	08/31/13

Speakers: John Halpin, Economic and Workforce Development spoke on PSC #3013-11/12.
Brent Lewis and Micki Callahan, Department of Human Resources spoke on PSC #3046-11/12.

Action:

- (1) Adopted the report; Approved the request for PSC #3013-11/12 with the condition that documentation be submitted to the Civil Service Commission and the Department of Human Resources to show that the Municipal Executives Association (MEA) was notified about the contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (2) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0300-12-1 Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 8)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the report. It was noted that future reports should reflect at least two fiscal years in order to recognize trends in exempt appointments. (Vote of 4 to 0)

**0301-12-1 Municipal Transportation Agency's Report on Provisional Appointments.
(Item No. 9)**

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the report. It was noted that future reports should reflect at least two fiscal years in order to recognize trends in provisional appointments. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

President Favetti requested that all the pending reports from the Municipal Transportation Agency and the Department of Human Resources be forthcoming.

ADJOURNMENT (Item No. 11)

3:17 p.m.

The meeting adjourned in commemoration of the first year anniversary of the passing of Commissioner Donald A. Casper.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Agenda and Notice of Special Meeting

City Hall – Room 34
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

Monday	August 27, 2012	1:00 p.m. - 5:00 p.m.*	Room 34
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* Meeting end time approximate.

- I. Call to Order and Roll Call
- II. Public comment on all matters appearing on the Special Meeting Agenda Session.
- III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0161-12-01) (ACTION ITEM)
 - A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER (DISCUSSION AND POSSIBLE ACTION ITEM)

Recommendation: Open for Discussion.
- IV. Reconvene in open session:
 - A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)
 - B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))
- V. Adjournment

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted August 22, 2012

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Agenda and Notice of Special Meeting – Closed Session

Monday, September 17, 2012

1:00 p.m.

City Hall – Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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COMMISSIONER

SANDRA ENG
TECHNICAL EXECUTIVE OFFICER

- I. Call to Order and Roll Call
- II. Public comment on all matters appearing on the Special Meeting Agenda Session.
- III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0161-12-01) (ACTION ITEM)

A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER
(DISCUSSION AND POSSIBLE ACTION ITEM)

May 7, 2012: The Commission voted not to disclose any and all discussions held in closed session.

June 4, 2012: A) The Commission voted to disclose the following action from its closed session (San Francisco Administrative Code Section 67.12 (a))
B) The Commission directed/requested the Executive Officer to make representation and communication with the Mayor's Office as to any assistance that can be given both the Commission and its Staff in the endeavor to find the replacement for Executive Officer.

July 16, 2012: The Commission voted not to disclose any or all discussions held in closed session.

August 6, 2012: The Commission voted not to disclose any or all discussions held in closed session.

August 27, 2012: The Commission voted not to disclose any or all discussions held in closed session.

Recommendation: Open for Discussion.

- IV. Reconvene in open session:
 - A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)
 - B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))

V. Adjournment

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted September 12, 2012

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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September 17, 2012 - Special Meeting

Minutes of Special Meeting – Closed Session

Monday, September 17, 2012

1:00 p.m.

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- I.** The Special Meeting was called to order at 1:13 p.m.

Present: President Kate Favetti
Commissioner Mary Y. Jung
E. Dennis Normandy

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Not Present: Vice President Scott R. Heldfond (Notified Absence)

President Kate Favetti presided.

- II. Public Comment on all matters appearing on the Special Meeting Agenda Session.**

None.

- III. Vote on whether to hold closed session pursuant to California Government Code Section 54057 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0161-12-1)**

Action: The Commission voted to conduct closed session. (Vote of 3-0)

- A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER (DISCUSSION AND POSSIBLE ACTION ITEM)**

Closed Session started at 1:07 p.m. in City Hall, Room 34 and the following were present:

Kate Favetti, President, CSC

Mary Y. Jung, Commissioner, CSC

E. Dennis Normandy, Commissioner, CSC

Sandra Eng, Acting Executive Officer, CSC

Lizzette Henríquez, Personnel Technician, CSC

Closed Session ended at 1:23 p.m.

IV. Reconvened in open session at 1:24 p.m.

- Action:**
- A)** The Commission voted to disclose the following action from its closed session (San Francisco Administrative Code Section 67.12 (a)) (Vote of 3 to 0)
 - B)** It was the decision of the Commission to appoint Jennifer Johnston as the new Executive Officer, CSC.

Speakers: Jennifer Johnston thanked the Commission for the opportunity and commented on how delighted she is to work with the Civil Service Commission and Department.

V. Adjournment

1:26 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

GOVERNMENT
DOCUMENTS DEPT

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KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

AGENDA

Regular Meeting
September 17, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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Civil Service Commission Meeting Agenda

Regular Meeting of September 17, 2012

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 17, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 20, 2012

Recommendation: Adopt.

Special Meeting of August 27, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

HUMAN RESOURCES DIRECTOR'S REPORT

- (5) **Department of Human Resources Report on the Position-Based Testing Program.**
(File No. 0323-12-1) - Action Item

Recommendation: Adopt the report.

- (6) **Department of Human Resources Report on Provisional Appointments.**
(File No. 0324-12-1) – Action Item

Recommendation: Adopt the report.

- (7) **Department of Human Resources Report on Exempt Positions Under Charter Section 10.104-16 Through 10.104-18. (File No. 0328-12-1) – Action Item**

Recommendation: Adopt the report.

- (8) **EXECUTIVE OFFICER'S REPORT**

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) **Review of request for approval of proposed personal services contracts.**
(File No. 0270-12-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-12/13	Municipal Transportation Agency	\$5,000,000	The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task at will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required test, measurement are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guideline; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Regular	12/31/18

July 17, 2012: Adopted the report; Approved the request for PSC #4007-12/13.
Notified the Office of the Controller and the Office of Contract Administration.

Recommendation: Adopt the report; Approve the amended duration of 12/31/18. Notify the Office of the Controller and the Office of Contract Administration.

**(10) Review of request for approval of proposed personal services contracts.
(File No. 0326-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4019-12/13	Airport Commission	\$150,000,000	Design and construction services necessary for the Design-Build Terminal 3 (T3) Improvement Projects. The Civil Service Commission has previously approved PSC #4106-09/10 for the construction management portion of this Project. The Design-Build T3 Project will provide a building expansion to expand the Transportation Security Administration (TSA) security screening checkpoint on the east side of the Terminal to improve circulation, meet the latest security requirements and improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; Concessions Program; terminal seismic upgrade; HVAC, Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure; new Access Control and close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.	Regular	10/01/16
4020-12/13	Airport Commission	\$35,000,000	This request is for design-build services for a contractor with specialty design experience at airports to provide the design and construction for the West Field Cargo Development Project. The Commission has previously approved PSC 4078-11/12 on February 6, 2012 for construction management services for this project. The Design-Build contractor will perform the design and construction of a new cargo building including landside and airfield site improvements. This project will replace an existing outdated cargo facility performing needed hazardous abatement and site remediation in the airport cargo area known as the West Field Cargo Area. This project will be LEED certified.	Regular	12/31/14

Civil Service Commission Meeting Agenda

Regular Meeting of September 17, 2012

4021-12/13	Airport Commission	\$500,000	The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting; thereby, streamlining communications and productivity throughout the contract management life cycle. The system to be provided by the successful proposer shall address all business requirements, including capability to: (1) Enable input, maintenance and tracking of contract information for Airport contracts across the contract management life-cycle, (2) Accommodate concurrent usage by different user groups with appropriate access levels to allow for Contract/Project Managers, senior level management, Contracts staff, Accounting and other stakeholders to utilize the system, (3) Create and manage alerts and notifications to streamline communications, (4) Search, filter and query on specified contract data, (5) Develop outputs and reports that can optimize management, certification and compliance of contracts, (6) Develop workflows/checklists that can aid in the review and approvals of contract processes, and (7) Integrate with other defined systems including data imports and outputs in specified formats to avoid data duplication and redundant processes.	Regular	09/30/18
4022-12/13	Art Commission	\$110,000	Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.	Regular	12/31/14
4023-12/13	City Planning	\$1,500,000	In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, & archeology review consultants through a request-for qualifications ("RFQ") process to use on an as-needed basis for detailed environmental, transportation impact analysis, historic resources evaluation, & archeological research on various private & public projects. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMA Streetscape Plan, Health Care services Master Plan, and Urban Forest Master Plan. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, & follow the model used in most other jurisdictions. The Department has determined that the most effective way to provide these specialized studies is to solicit consultants to create as large a pool as possible of pre-qualified firms with the knowledge & expertise in environmental and/or transportation impact analysis, historic resource & archeology review which would follow the best practice of other California counties. Inclusion in the pre-qualified pool will be mandatory for any consultant to either 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource & archeology review which must be reviewed & finalized by Department staff; or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.	Regular	09/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of September 17, 2012

4024-12/13	City Planning	\$1,200,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management & successful completion of environmental analysis, including an environmental ("EIR") & transportation impact study ("IT") & possibly other technical documentation for the Central Corridor Plan. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, & applicable local, State, & federal regulatory requirements. The EIR will analyze proposed land use controls, changes to existing height districts, & area plan policies at the programmatic level. Primary environmental issues are expected to be land use & planning, aesthetics, cultural resources, transportation & circulation, air quality, wind, shadow, & open space/recreation.	Regular	12/31/15
4025-12/13	Recreation & Parks Commission	\$700,000	Provide full Architectural & Engineering services for nature education facilities within the Randall Museum. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase & project closeout. A/E firm shall also provide cost estimating services during the course of the project.	Regular	05/20/15
4026-12/13	Taxi Commission	\$175,000	To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	Regular	10/31/17
4066-11/12	Airport Commission	Increase Amount \$4,750,000 New Amount \$12,750,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	Modification	02/28/13
3061-11/12	Public Utilities Commission	Increase Amount \$601,500 New Amount \$650,000	In response to a report of serious allegations of employee misconduct and threats, the SFPUC recognized the need for sophisticated and highly confidential investigation of the allegations. The nature of the allegations span multiple lines of inquiry, including research, investigation and analyses requiring specialized expertise in the area of fraud investigation in the public sector.	Modification	10/30/17

4070-10/11	Public Utilities Commission	Increase Amount \$750,000 New Amount \$866,500	In conjunction with Ocean Beach Vision Council, the consultant will develop an Ocean Beach Master Plan, a comprehensive document that will address the following elements: climate change and sea level rise; open space (beach, promenade, parks & streetscape, passive and active recreation); roadway (streets & parking); potential for development of renewable energy sources (wave, wind, tidal); beach erosion control and coastal protection (including seawall); protection and enhancement of natural resources (including habitat for special status species); concepts for signage, interpretive features, lighting and public art; circulation (including east-west flow corridors); integration of related projects and plans that are being implemented by other entities; sustainability guidelines; management/ maintenance structures and strategies; and implementation (budgets, funding and phasing).	Modification	03/15/15
4095-09/10	Public Works	Increase Amount \$4,000,000 New Amount \$8,125,000	Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	Modification	08/30/18

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

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- (11) Appeal by Charles MacNulty of the Human Resources Director's decision to administratively close his discrimination complaint, EEO File #1620. (File No. 0300-12-1) – Action Item**

Recommendation: Postpone to the meeting of October 15, 2012 at the request of Charles MacNulty.

- (12) Certification of the highest prevailing rate of wages of Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (File No. 0327-11-3) – Action Item**

Recommendation: Adopt the report; Forward to the Board of Supervisors.

REGULAR AGENDA

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(13) Proposal to Revise Police Recruitment Rule. (File No. 0325-12-5) – Action Item

Recommendation: Open for discussion.

(14) Appeals by Carlos Padilla and Nicholas Territo of the minimum qualifications for Q-50 Police Sergeant. (File No. 0329-12-4) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeals by Carlos Padilla and Nicholas Territo.

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Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Andrea Weyl.

(16) Municipal Transportation Agency's response to Commissioners' request for a report on separations and resignations of permanent Civil Service (PCS) and exempt employees with future employment restrictions for calendar year 2011 and 2012 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn. (File No. 0331 0-12-7) – Action Item

Recommendation: Accept the report.

(17) Department of Human Resources response to Commissioners' request for a report on separations and resignations of permanent Civil Service (PCS) and exempt employees with future employment restrictions for calendar year 2012 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn. (File No. 0332-12-7) – Action Item

Recommendation: Accept the report.

(18) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(19) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

GOVERNMENT
DOCUMENTS DEPT

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AMENDED

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

A G E N D A

Regular Meeting
September 17, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of September 17, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 17, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 20, 2012

Recommendation: Adopt.

Special Meeting of August 27, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

HUMAN RESOURCES DIRECTOR'S REPORT

- (5) **Department of Human Resources Report on the Position-Based Testing Program.**
(File No. 0323-12-1) - Action Item

Recommendation: Adopt the report.

- (6) **Department of Human Resources Report on Provisional Appointments.**
(File No. 0324-12-1) – Action Item

Recommendation: Adopt the report.

- (7) **Department of Human Resources Report on Exempt Positions Under Charter Section 10.104-16 Through 10.104-18. (File No. 0328-12-1) – Action Item**

Recommendation: Adopt the report.

- (8) **EXECUTIVE OFFICER'S REPORT**

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) **Review of request for approval of proposed personal services contracts.**
(File No. 0270-12-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-12/13	Municipal Transportation Agency	\$5,000,000	The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task at will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required test, measurement are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guideline; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Regular	12/31/18

July 17, 2012: Adopted the report; Approved the request for PSC #4007-12/13.
Notified the Office of the Controller and the Office of Contract Administration.

Recommendation: Adopt the report; Approve the amended duration of 12/31/18. Notify the Office of the Controller and the Office of Contract Administration.

**(10) Review of request for approval of proposed personal services contracts.
(File No. 0326-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4019-12/13	Airport Commission	\$150,000,000	Design and construction services necessary for the Design-Build Terminal 3 (T3) Improvement Projects. The Civil Service Commission has previously approved PSC #4106-09/10 for the construction management portion of this Project. The Design-Build T3 Project will provide a building expansion to expand the Transportation Security Administration (TSA) security screening checkpoint on the east side of the Terminal to improve circulation, meet the latest security requirements and improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; Concessions Program; terminal seismic upgrade; HVAC, Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure; new Access Control and close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.	Regular	10/01/16
4020-12/13	Airport Commission	\$35,000,000	This request is for design-build services for a contractor with specialty design experience at airports to provide the design and construction for the West Field Cargo Development Project. The Commission has previously approved PSC 4078-11/12 on February 6, 2012 for construction management services for this project. The Design-Build contractor will perform the design and construction of a new cargo building including landside and airfield site improvements. This project will replace an existing outdated cargo facility performing needed hazardous abatement and site remediation in the airport cargo area known as the West Field Cargo Area. This project will be LEED certified.	Regular	12/31/14

Civil Service Commission Meeting Agenda

Regular Meeting of September 17, 2012

4021-12/13	Airport Commission	\$500,000	The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting; thereby, streamlining communications and productivity throughout the contract management life cycle. The system to be provided by the successful proposer shall address all business requirements, including capability to: (1) Enable input, maintenance and tracking of contract information for Airport contracts across the contract management life-cycle, (2) Accommodate concurrent usage by different user groups with appropriate access levels to allow for Contract/Project Managers, senior level management, Contracts staff, Accounting and other stakeholders to utilize the system, (3) Create and manage alerts and notifications to streamline communications, (4) Search, filter and query on specified contract data, (5) Develop outputs and reports that can optimize management, certification and compliance of contracts, (6) Develop workflows/checklists that can aid in the review and approvals of contract processes, and (7) Integrate with other defined systems including data imports and outputs in specified formats to avoid data duplication and redundant processes.	Regular	09/30/18
4022-12/13	Art Commission	\$110,000	Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.	Regular	12/31/14
4023-12/13	City Planning	\$1,500,000	In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, & archeology review consultants through a request-for qualifications ("RFQ") process to use on an as-needed basis for detailed environmental, transportation impact analysis, historic resources evaluation, & archeological research on various private & public projects. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMA Streetscape Plan, Health Care services Master Plan, and Urban Forest Master Plan. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, & follow the model used in most other jurisdictions. The Department has determined that the most effective way to provide these specialized studies is to solicit consultants to create as large a pool as possible of pre-qualified firms with the knowledge & expertise in environmental and/or transportation impact analysis, historic resource & archeology review which would follow the best practice of other California counties. Inclusion in the pre-qualified pool will be mandatory for any consultant to either 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource & archeology review which must be reviewed & finalized by Department staff; or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.	Regular	09/30/15

Civil Service Commission Meeting Agenda

Regular Meeting of September 17, 2012

4024-12/13	City Planning	\$1,200,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management & successful completion of environmental analysis, including an environmental ("EIR") & transportation impact study ("IT") & possibly other technical documentation for the Central Corridor Plan. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, & applicable local, State, & federal regulatory requirements. The EIR will analyze proposed land use controls, changes to existing height districts, & area plan policies at the programmatic level. Primary environmental issues are expected to be land use & planning, aesthetics, cultural resources, transportation & circulation, air quality, wind, shadow, & open space/recreation.	Regular	12/31/15
4025-12/13	Recreation & Parks Commission	\$700,000	Provide full Architectural & Engineering services for nature education facilities within the Randall Museum. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase & project closeout. A/E firm shall also provide cost estimating services during the course of the project.	Regular	05/20/15
4026-12/13	Taxi Commission	\$175,000	To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	Regular	10/31/17
4066-11/12	Airport Commission	Increase Amount \$4,750,000 New Amount \$12,750,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	Modification	02/28/13
3061-11/12	Public Utilities Commission	Increase Amount \$601,500 New Amount \$650,000	In response to a report of serious allegations of employee misconduct and threats, the SFPUC recognized the need for sophisticated and highly confidential investigation of the allegations. The nature of the allegations span multiple lines of inquiry, including research, investigation and analyses requiring specialized expertise in the area of fraud investigation in the public sector.	Modification	10/30/17

Civil Service Commission Meeting Agenda**Regular Meeting of September 17, 2012**

4070-10/11	Public Utilities Commission	Increase Amount \$750,000 New Amount \$866,500	In conjunction with Ocean Beach Vision Council, the consultant will develop an Ocean Beach Master Plan, a comprehensive document that will address the following elements: climate change and sea level rise; open space (beach, promenade, parks & streetscape, passive and active recreation); roadway (streets & parking); potential for development of renewable energy sources (wave, wind, tidal); beach erosion control and coastal protection (including seawall); protection and enhancement of natural resources (including habitat for special status species); concepts for signage, interpretive features, lighting and public art; circulation (including east-west flow corridors); integration of related projects and plans that are being implemented by other entities; sustainability guidelines; management/ maintenance structures and strategies; and implementation (budgets, funding and phasing).	Modification	03/15/15
4095-09/10	Public Works	Increase Amount \$4,000,000 New Amount \$8,125,000	Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	Modification	08/30/18

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

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Recommendation: Postpone to the meeting of October 15, 2012 at the request of Charles MacNulty.

- (12) Certification of the highest prevailing rate of wages of Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (File No. 0327-11-3) – Action Item**

Recommendation: Adopt the report; Forward to the Board of Supervisors.

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(13) Proposal to Revise Police Recruitment Rule. (File No. 0325-12-5) – Action Item

Recommendation: Open for discussion.

(14) *Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of the Police and Fire Departments. (File No. 0333-12-5) – Action Item*

Recommendation: *Accept the report.*

(15) Appeals by Carlos Padilla and Nicholas Territo of the minimum qualifications for Q-50 Police Sergeant. (File No. 0329-12-4) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeals by Carlos Padilla and Nicholas Territo.

(16) Appeal by Andrea Weyl of the Human Resources Director's decision to deny her the opportunity to file a late application for Q-50 Police Sergeant. (File No. 0330-12-4) – Action Item

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Recommendation: Accept the report.

(19) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(20) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

117/12 KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SANDRA ENG
CHIEF EXECUTIVE OFFICER

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MINUTES Regular Meeting September 17, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Not Present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

Sin Yee Pun, SEIU Local 1021 spoke regarding the changing of job specifications at the time of the job announcement. Human Services Agency issued a job announcement that is to be filled by end of week and it is substantially different from the official Class Specifications. The central issue is that the 2903 class is an entry level class predominately used as a training class for people to be trained for the 2905 classification. All previous specifications have been eliminated and now when someone reads the specs, it sounds like a journey level position. That is a huge issue for the members or potential members that will be performing the work. She asked the Commission to look into the matter.

Gus Feldman, SEIU Local 1021 spoke the proposal to increase the monetary threshold that requires a PSC to be approved by the Civil Service Commission. He feels this is a matter that could impact the SEIU Local 1021 members' terms and conditions of employment and requested that the Commission urge the Department of Human Resources (DHR) to meet and confer with affected Unions. Furthermore, this monetary threshold would lead to less oversight of PSCs, and could lead to increased outsourcing of public services - subsequently compromising the quality of services provided to the public. The Union urged the Commission to reject any proposal to increase this threshold.

Brenda Barros, SEIU Local 1021 spoke regarding the Interpreter Service and the way the Public Health workers feel about the fact that Department of Public Health (DPH) wants to take away the person to person interpreters for the patients.

Shari Zinn, San Francisco General Hospital (SFGH) worker urged the Commission not to double the threshold on PSC amounts for DPH.

APPROVAL OF MINUTES

Regular Meeting of August 20, 2012

Action: Adopted. (Vote of 3 to 0)

Special Meeting of August 27, 2012.

Action: Adopted. (Vote of 3 to 0)

ANNOUNCEMENTS

President Favetti welcomed Jennifer Johnston as the newly appointed Executive Officer of the Civil Service Commission.

Ms. Johnston thanked the Commission and stated that she is looking forward to working with this Commission and Staff.

On June 18, 2012, the appeal by Jeff Adachi, Public Defender appealing the Human Resources Director's decision in the discrimination complaint filed by Ana Guevara EEO File #1526 was postponed to the meeting of September 17, 2012. The Department of Human Resources is now requesting that it be postponed to a later date.

HUMAN RESOURCES DIRECTOR'S REPORT

0323-12-1 Department of Human Resources Report on the Position-Based Testing Program. (Item No. 5)

Speakers: John Kraus, Department of Human Resources

Action: Adopted the report. (Vote 3 to 0)

0324-12-1 Department of Human Resources Report on Provisional Appointments. (Item No. 6)

Speakers: John Kraus, Department of Human Resources

Action: Adopted the report. (Vote of 3 to 0)

0328-12-1 Department of Human Resources Report on Exempt Positions Under Charter Section 10.104-16 Through 10.104-18. (Item No. 7)

Speakers Kerry Ko, Department of Human Resources

Action: Adopted the report; The Commission directed the Department of Human Resources to show trends and historical data in the future when summarizing the reports. (Vote of 3 to 0)

EXECUTIVE OFFICER'S REPORT (Item No. 8)

No report.

0270-12-8 Review of request for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-12/13	Municipal Transportation Agency	\$5,000,000	The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task at will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required test, measurement are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guideline; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Regular	12/31/18

July 17, 2012: Adopted the report; Approved the request for PSC #4007-12/13. Notified the Office of the Controller and the Office of Contract Administration.

Speakers: None.

Action: Adopted the report; Approved the amended duration of 12/31/18. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**0326-12-8 Review of request for approval of proposed personal services contracts.
(Item No. 10)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4019-12/13	Airport Commission	\$150,000,000	Design and construction services necessary for the Design-Build Terminal 3 (T3) Improvement Projects. The Civil Service Commission has previously approved PSC #4106-09/10 for the construction management portion of this Project. The Design-Build T3 Project will provide a building expansion to expand the Transportation Security Administration (TSA) security screening checkpoint on the east side of the Terminal to improve circulation, meet the latest security requirements and improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; Concessions Program; terminal seismic upgrade; HVAC, Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure; new Access Control and close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.	Regular	10/01/16
4020-12/13	Airport Commission	\$35,000,000	This request is for design-build services for a contractor with specialty design experience at airports to provide the design and construction for the West Field Cargo Development Project. The Commission has previously approved PSC 4078-11/12 on February 6, 2012 for construction management services for this project. The Design-Build contractor will perform the design and construction of a new cargo building including landside and airfield site improvements. This project will replace an existing outdated cargo facility performing needed hazardous abatement and site remediation in the airport cargo area known as the West Field Cargo Area. This project will be LEED certified.	Regular	12/31/14

Civil Service Commission Meeting Minutes

Regular Meeting of September 17, 2012

4021-12/13	Airport Commission	\$500,000	The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting; thereby, streamlining communications and productivity throughout the contract management life cycle. The system to be provided by the successful proposer shall address all business requirements, including capability to: (1) Enable input, maintenance and tracking of contract information for Airport contracts across the contract management life-cycle, (2) Accommodate concurrent usage by different user groups with appropriate access levels to allow for Contract/Project Managers, senior level management, Contracts staff, Accounting and other stakeholders to utilize the system, (3) Create and manage alerts and notifications to streamline communications, (4) Search, filter and query on specified contract data, (5) Develop outputs and reports that can optimize management, certification and compliance of contracts, (6) Develop workflows/checklists that can aid in the review and approvals of contract processes, and (7) Integrate with other defined systems including data imports and outputs in specified formats to avoid data duplication and redundant processes.	Regular	09/30/18
4022-12/13 <i>Continued to meeting of 10/01/12</i>	Art Commission	\$110,000	Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.	Regular	12/31/14

Civil Service Commission Meeting Minutes

Regular Meeting of September 17, 2012

4023-12/13	City Planning	\$1,500,000	In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, & archeology review consultants through a request-for qualifications ("RFQ") process to use on an as-needed basis for detailed environmental, transportation impact analysis, historic resources evaluation, & archeological research on various private & public projects. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMA Streetscape Plan, Health Care services Master Plan, and Urban Forest Master Plan. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, & follow the model used in most other jurisdictions. The Department has determined that the most effective way to provide these specialized studies is to solicit consultants to create as large a pool as possible of pre-qualified firms with the knowledge & expertise in environmental and/or transportation impact analysis, historic resource & archeology review which would follow the best practice of other California counties. Inclusion in the pre-qualified pool will be mandatory for any consultant to either 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource & archeology review which must be reviewed & finalized by Department staff; or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.	Regular	09/30/15
4024-12/13	City Planning	\$1,200,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management & successful completion of environmental analysis, including an environmental ("EIR") & transportation impact study ("IT") & possibly other technical documentation for the Central Corridor Plan. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, & applicable local, State, & federal regulatory requirements. The EIR will analyze proposed land use controls, changes to existing height districts, & area plan policies at the programmatic level. Primary environmental issues are expected to be land use & planning, aesthetics, cultural resources, transportation & circulation, air quality, wind, shadow, & open space/recreation.	Regular	12/31/15
4025-12/13 <i>Withdrawn</i>	Recreation & Parks Commission	\$700,000	Provide full Architectural & Engineering services for nature education facilities within the Randall Museum. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase & project closeout. A/E firm shall also provide cost estimating services during the course of the project.	Regular	05/20/15

Civil Service Commission Meeting Minutes

Regular Meeting of September 17, 2012

4026-12/13	Taxi Commission	\$175,000	To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	Regular	10/31/17
4066-11/12	Airport Commission	Increase Amount \$4,750,000 New Amount \$12,750,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	Modification	02/28/13
3061-11/12 <i>Withdrawn</i>	Public Utilities Commission	Increase Amount \$601,500 New Amount \$650,000	In response to a report of serious allegations of employee misconduct and threats, the SFPUC recognized the need for sophisticated and highly confidential investigation of the allegations. The nature of the allegations span multiple lines of inquiry, including research, investigation and analyses requiring specialized expertise in the area of fraud investigation in the public sector.	Modification	10/30/17
4070-10/11	Public Utilities Commission	Increase Amount \$750,000 New Amount \$866,500	In conjunction with Ocean Beach Vision Council, the consultant will develop an Ocean Beach Master Plan, a comprehensive document that will address the following elements: climate change and sea level rise; open space (beach, promenade, parks & streetscape, passive and active recreation); roadway (streets & parking); potential for development of renewable energy sources (wave, wind, tidal); beach erosion control and coastal protection (including seawall); protection and enhancement of natural resources (including habitat for special status species); concepts for signage, interpretive features, lighting and public art; circulation (including east-west flow corridors); integration of related projects and plans that are being implemented by other entities; sustainability guidelines; management/ maintenance structures and strategies; and implementation (budgets, funding and phasing).	Modification	03/15/15
4095-09/10	Public Works	Increase Amount \$4,000,000 New Amount \$8,125,000	Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	Modification	08/30/18

0326-12-8 (continued)

Speakers: Mary Chou, Arts Commission spoke on PSC #4022-12/13.

Action:

- (1) Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE Local 21 of the request for approval. (Vote of 3 to 0)
- (2) Withdrew PSC #4025-12/13 at the request of the Recreation and Parks Department. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (3) Withdrew PSC #3061-11/12 at the request of the Public Utilities Commission. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (4) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0300-12-1 Appeal by Charles MacNulty of the Human Resources Director's decision to administratively close his discrimination complaint, EEO File #1620. (File No. 11)

Speakers: None.

Action: Accepted the request of Charles MacNulty to withdraw his appeal. (Vote of 3 to 0)

0327-11-3 Certification of the highest prevailing rate of wages of Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (File No. 12)

Speakers: None.

Action: Postpone to the meeting of October 1, 2012. President Favetti requested a staff report with an explanation on the reason for the transfer of duties from the Department of Human Resources to the Office of Labor Standards of Enforcement. (Vote of 3 to 0)

0325-12-5 Proposal to Revise Police Recruitment Rule. (Item No. 13)

Speakers: John Kraus, Department of Human Resources
Alice Villagomez, San Francisco Police Department-HR
Brenda Barros, SEIU Local 1021
Sin Yee Poon, SEIU Local 1021

Action: No action taken.

**0333-12-5 Annual Report on the Certification of Eligibles – Entry and Promotion –
Uniformed Ranks of the Police and Fire Departments. (Item No. 14)**

Speakers: Dave Johnson, Department of Human Resources

Action: Accepted the report. President Favetti directed that future reports include reference to the significant gains made after the consent decree. (Vote of 3 to 0)

**0329-12-4 Appeals by Carlos Padilla and Nicholas Territo of the minimum qualifications for
Q-50 Police Sergeant. (Item No. 15)**

Speakers: Joron Coleman, Department of Human Resources
Nicholas Territo, Appellant
Shari Zinn, San Francisco General Hospital Worker
Alice Villagomez, San Francisco Police Department

Action: Adopted the report. Sustained the decision of the Human Resources Director. Denied the appeals by Carlos Padilla and Nicholas Territo. (Vote of 3 to 0)

**0330-12-4 Appeal by Andrea Weyl of the Human Resources Director's decision to deny her the
opportunity to file a late application for Q-50 Police Sergeant. (Item No. 16)**

Speakers: Jennifer Lo, Department of Human Resources
Andrea Weyl, Appellant
Micki Callahan, Human Resources Director
Alice Villagomez, San Francisco Police Department
Lea Militello, Retired on behalf of appellant
Denise Flaherty, on behalf of appellant

Action: Granted the appeal by Andrea Weyl. (Vote of 3 to 0)

**0331 0-12-7 Municipal Transportation Agency's response to Commissioners' request for a report
on separations and resignations of permanent Civil Service (PCS) and exempt
employees with future employment restrictions for calendar year 2011 and 2012 that
were imposed or appealed; and the restrictions subsequently reduced or rescinded,
and the appeal withdrawn. (Item No. 17)**

Speakers: Cherylynn Norona, Municipal Transportation Agency

Action: Accepted the report. (Vote of 3 to 0)

Note: The Commission directed the Acting Executive Officer as well as the incoming Executive Officer to address the issues raised by President Favetti and review the standards for imposing restrictions on future employability of City employees. She noted that restrictions on future employability are relevant as long as they are job related. There should be some effort made to ensure that previous employees have made some positive action to demonstrate they can perform satisfactorily.

0332-12-7 **Department of Human Resources response to Commissioners' request for a report on separations and resignations of permanent Civil Service (PCS) and exempt employees with future employment restrictions for calendar year 2012 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn. (Item No. 18)**

Action: Department of Human Resources to resubmit report. (Vote of 3 to 0)

Note: The Commission directed the Acting Executive Officer as well as the incoming Executive Officer to address the issues raised by President Favetti and review the standards for imposing restrictions on future employability of City employees. She noted that restrictions on future employability are relevant as long as they are job related. There should be some effort made to ensure that previous employees have made some positive action to demonstrate they can perform satisfactorily.

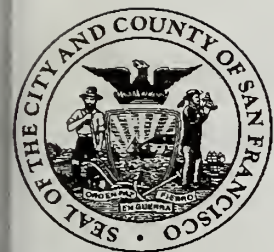
COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 19)

President Favetti inquired on the status of the tree planting in memory of Commissioner Donald Casper.

She also requested the City Attorney look into the impact of an article in the Police Officers' Association Journal regarding a decision from the 4th District Court of an appeal on privatizing Municipal functions.

ADJOURNMENT (Item No. 20)

3:50 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
October 1, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
October 1, 2012
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of September 17, 2012

Recommendation: Adopt.

Regular Meeting of September 17, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT**(6) EXECUTIVE OFFICER'S REPORT****RATIFICATION AGENDA**

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0326-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4022-12/13	Art Commission	\$110,000	Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.	Regular	12/31/14

September 17, 2012: Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE Local 21 of the request for approval.

Recommendation: Adopt the report; Approve the request for PSC #4022-12/13. Notify the Office of the Controller and the Office of Contract Administration.

**(8) Review of request for approval of proposed personal services contracts.
(File No. 0345-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4027-12/13	Airport Commission	\$3,000,000	This request is for the services of a design-build contractor with specialty design experience at airports to provide the design and construction for the Plot 2 Employee Parking Lot ("Project"). The Design-Build contractor will perform the design and construction of a new parking lot with the Airport's existing parking control system including site drainage and lighting improvements.	Regular	04/01/13
4028-12/13 <i>Withdrawn</i>	Emergency Management	\$500,000	Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools & aid in the facilitation advancement of resilience in San Francisco.	Regular	08/31/14
4030-12/13 <i>Withdrawn</i>	Emergency Management	\$500,000	The chosen consultant(s) will research, develop & implement an updated community engagement strategy & tactics for the Department of Emergency Management. This strategy will focus on collateral, digital & interactive components designed to be multi-generational & multi-cultural in nature. The focus of the messaging will be preparedness & resilience related.	Regular	08/31/14

Civil Service Commission Meeting Agenda

Regular Meeting of October 1, 2012

4031-12/13	Public Health	\$300,000	The contractor(s) will assess the Department's primary care services system to identify the components needed to ensure Patient Centered Medical Homes (PCMH) are fully implemented in readiness for the advent of federal health care reform, identifying gaps & working with the Department to develop timely solutions.	Regular	09/30/15
4032-12/13	Public Health	\$400,000	The contractor(s) will assess the readiness of the Department to participate in an expanded managed care environment & to facilitate the creation of a managed care infrastructure for the Department.	Regular	09/30/15
4033-12/13	Public Health	\$600,000	The contractor(s) will assist DPH in implementation of the Integrated Delivery System Project (IDS) by managing the organizational changes necessary as preparation health care reform. The IDS project is DPH's approach to develop a comprehensive system of care that is clinically & financially accountable to provide coordinated health services to the diverse & vulnerable individuals it serves & to improve the health of our communities. It represents a broad change in health care organizational culture which requires strong change management & communication processes to ensure that ISD goals & objectives are well communicated to & accepted by staff, patients, contractors, policy makers & other stakeholders.	Regular	09/30/15
4034-12/13	Public Health	\$900,000	The requested services from the contractor(s) are: (1) to perform an assessment & develop solutions to increase the financial & programmatic sustainability of the San Francisco Department of Public Health hospitals & clinics; and (2) to assist DPH in creating a new operations plan for the rebuilt San Francisco General Hospital.	Regular	09/30/15
3013-11/12	Economic & Workforce Development	Increase Amount \$100,000 New Amount \$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	Modification	12/31/13
4164-09/10	Police	Increase Amount \$2,800,000 New Amount \$4,300,000	The control substance testing consists of, but is not limited to, maintaining a chain-of-custody, weighing or measuring, testing, analysis, documenting, completing reports of controlled substances. The work includes interaction with investigators, the District Attorney's Office & offering expert court testimony. Testing is performed through chemical & scientific process within ASCLAD standards.	Modification	02/28/17

Civil Service Commission Meeting Agenda**Regular Meeting of October 1, 2012**

4165-09/10	Police	Increase Amount \$900,000 New Amount \$2,900,000	The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA stains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.	Modification	09/30/13
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- Recommendation:**
- (1) Withdraw PSC #s 4028-12/13 and 4030-12/13 by mutual request of the Department of Human Resources and the Department of Emergency Management.
 - (2) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Certification of the highest prevailing rate of wages of Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (File No. 0327-11-3) – Action Item

September 17, 2012: Continued to the meeting of October 1, 2012. President Favetti requested a staff report with an explanation on the reason for the transfer of duties from the Department of Human Resources to the Office of Labor Standards Enforcement.

Recommendation: Adopt the report; Forward to the Board of Supervisors.

(10) Department of Human Resources response to Commissioners' request for a report on separations and resignations of permanent Civil Service (PCS) and exempt employees with future employment restrictions for calendar year 2012 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn. (File No. 0332-12-7) – Action Item

September 17, 2012: Department of Human Resources to resubmit report.

Recommendation: Continue to the meeting of October 15, 2012 at the request of the Department of Human Resources.

(11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(12) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting October 1, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of September 17, 2012

Action: Adopted. (Vote of 4 to 0)

Regular Meeting of September 17, 2012

Action: Adopted. (Vote of 4 to 0)

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HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Human Resources Director stated that the Department of Human Resources (DHR) received a draft copy of the State Personnel Board's Audit of DHR and there a few items that need to be acted on which include rule changes.

She also requested that the Commission re-engage with DHR on the subject of Civil Service Reform.

Also, the report requested by the Commission regarding the standing on the Priority Eligible List established for the former Redevelopment Agency employees will be forthcoming. DHR is in the process of taking requisitions for those positions now. There are some forty people on the list in various classifications.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer reported that due to the generosity of the Department of Human Resources, new computers are being installed and loaded with Microsoft 2010.

She also stated that she will select a date for the tree planting in memory of Commissioner Donald A. Casper in the near future.

0326-12-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4022-12/13	Art Commission	\$110,000	Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.	Regular	12/31/14

September 17, 2012: Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE Local 21 of the request for approval.

Speakers: None.

Action: Adopted the report; Approved the request for PSC #4022-12/13. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0345-12-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4027-12/13	Airport Commission	\$3,000,000	This request is for the services of a design-build contractor with specialty design experience at airports to provide the design and construction for the Plot 2 Employee Parking Lot ("Project"). The Design-Build contractor will perform the design and construction of a new parking lot with the Airport's existing parking control system including site drainage and lighting improvements.	Regular	04/01/13

Civil Service Commission Meeting Minutes

Regular Meeting of October 1, 2012

4028-12/13 <i>Withdrawn</i>	Emergency Management	\$500,000	Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools & aid in the facilitation advancement of resilience in San Francisco.	Regular	08/31/14
4030-12/13 <i>Withdrawn</i>	Emergency Management	\$500,000	The chosen consultant(s) will research, develop & implement an updated community engagement strategy & tactics for the Department of Emergency Management. This strategy will focus on collateral, digital & interactive components designed to be multi-generational & multi-cultural in nature. The focus of the messaging will be preparedness & resilience related.	Regular	08/31/14
4031-12/13	Public Health	\$300,000	The contractor(s) will assess the Department's primary care services system to identify the components needed to ensure Patient Centered Medical Homes (PCMH) are fully implemented in readiness for the advent of federal health care reform, identifying gaps & working with the Department to develop timely solutions.	Regular	09/30/15
4032-12/13	Public Health	\$400,000	The contractor(s) will assess the readiness of the Department to participate in an expanded managed care environment & to facilitate the creation of a managed care infrastructure for the Department.	Regular	09/30/15
4033-12/13	Public Health	\$600,000	The contractor(s) will assist DPH in implementation of the Integrated Delivery System Project (IDS) by managing the organizational changes necessary as preparation health care reform. The IDS project is DPH's approach to develop a comprehensive system of care that is clinically & financially accountable to provide coordinated health services to the diverse & vulnerable individuals it serves & to improve the health of our communities. It represents a broad change in health care organizational culture which requires strong change management & communication processes to ensure that IDS goals & objectives are well communicated to & accepted by staff, patients, contractors, policy makers & other stakeholders.	Regular	09/30/15
4034-12/13	Public Health	\$900,000	The requested services from the contractor(s) are: (1) to perform an assessment & develop solutions to increase the financial & programmatic sustainability of the San Francisco Department of Public Health hospitals & clinics; and (2) to assist DPH in creating a new operations plan for the rebuilt San Francisco General Hospital.	Regular	09/30/15
3013-11/12	Economic & Workforce Development	Increase Amount \$100,000 New Amount \$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	Modification	12/31/13

Civil Service Commission Meeting Minutes

Regular Meeting of October 1, 2012

4164-09/10	Police	Increase Amount \$2,800,000 New Amount \$4,300,000	The control substance testing consists of, but is not limited to, maintaining a chain-of-custody, weighing or measuring, testing, analysis, documenting, completing reports of controlled substances. The work includes interaction with investigators, the District Attorney's Office & offering expert court testimony. Testing is performed through chemical & scientific process within ASCLAD standards.	Modification	02/28/17
4165-09/10	Police	Increase Amount \$900,000 New Amount \$2,900,000	The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA stains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.	Modification	09/30/13

Speakers: Captain Louis Cassanego spoke on PSC #4165-09/10.

Action:

- (1) Withdrew PSC #s 4028-12/13 and 4030-12/13 by mutual request of the Department of Human Resources and the Department of Emergency Management.
- (2) Adopted the report; Approved the request for approval of PSC #4165-09/10 on the condition that a joint report by IFPTE Local 21 and the San Francisco Police Department be submitted at the meeting of November 5, 2012.
(Vote of 4 to 0)
- (3) Postponed PSC #3013-11/12 to the meeting of October 15, 2012.
- (4) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

0327-12-3 Certification of the highest prevailing rate of wages of Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (Item No. 9)

September 17, 2012: Continued to the meeting of October 1, 2012. President Favetti requested a staff report with an explanation on the reason for the transfer of duties from the Department of Human Resources to the Office of Labor Standards Enforcement.

Speakers: Steve Ponder, Department of Human Resources

Action: Adopted the report; Forwarded to the Board of Supervisors.
(Vote of 4 to 0)

0332-12-7 **Department of Human Resources response to Commissioners' request for a report on separations and resignations of permanent Civil Service (PCS) and exempt employees with future employment restrictions for calendar year 2012 that were imposed or appealed; and the restrictions subsequently reduced or rescinded, and the appeal withdrawn. (Item No. 10)**

September 17, 2012: Department of Human Resources to resubmit report.

Speakers: None.

Action: Continued to the meeting of November 5, 2012 at the request of the Department of Human Resources.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

President Favetti requested the Executive Officer to check on the Commissioners availability in order to start planning for the Strategic Planning Retreat. Some of the things to consider will be Rule Revisions, Policy Revisions, Web Revisions, and Office Administration.

ADJOURNMENT

2:33 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
October 15, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 15, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 1, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contract.
(File No. 0326-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-12/13 <i>Postpone to the meeting of 10/15/12</i>	Recreation & Park Commission	\$700,000	Provide full Architectural & Engineering services for nature education facilities within the Randall Museum. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase & project closeout. A/E firm shall also provide cost estimating services during the course of the project.	Regular	05/20/15

September 17, 2012: Clerically amended to reflect a postponement instead of a request for withdrawal.

Recommendation: Adopt the report; Approve the request for PSC #4025-12/13. Notify the Office of the Controller and the Office of Contract Administration.

**(8) Review of request for approval of proposed personal services contracts.
(File No. 0356-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4035-12/13	Controller	\$500,000	Vendor will provide a proprietary online system that is specifically designed to integrate with PeopleSoft 9.0. This system will automate, simplify and streamline payroll and human resource processes directly into PeopleSoft 9.0. The add-on solution will provide automation to facilitate the removal of paper and manual data entry, enhanced end user productivity and automated workflow approval processes.	Regular	09/30/17
4036-12/13	Airport Commission	\$250,000	SFO seeks the assistance of skilled and reputable cyber-security and organizational consultants to create and assist in implementing an Enterprise Strategic Information Security Program that is consistent with and aligned to the Airport's five-year strategic plan to possess the best integrated response capability, and be the least vulnerable U.S. airport to terrorist activity.	Regular	10/14/17

Civil Service Commission Meeting Agenda

Regular Meeting of October 15, 2012

4037-12/13	City Planning	\$175,000	A comprehensive Study to update programs and supporting documentation for various potential public funding sources, including impact fees and potential infrastructure finance districts. This Study will: 1. Identify and develop three specific types of standards for open space, recreational facilities, transportation infrastructure, streetscape improvements and childcare facilities. The three standards include: policy based standards, average existing level of service/amenity standards, and Citywide nexus standards; and 2. Generate an updated nexus analysis. It is expected that this analysis will support all existing area and citywide impact fees, and would be amended or updated at intervals as required to support development fees.	Regular	12/31/13
4038-12/13	Police	\$655,000	Expansion of the current gunshot detection system to cover an additional six square miles throughout the City. The system that is being expanded uses acoustic sensing technology to identify, discriminate, record & locate gunshots/explosions to the Police Department within seconds of the shots being fired. Multiple acoustic sensors will be installed throughout the expanded six square mile area that will communicate registered gunshot explosion activity back to a central server.	Regular	10/31/13
4039-12/13	Public Utilities Commission	\$5,000,000	Independent third-party cataloging of all of SFPUC's workforce investment & programs. Specialized technical support services to develop comprehensive Agency-wide workforce strategy & plan across SFPUC's Enterprises. Technical support services to develop jobs components & implementation plans of specialized Water, Sewer & Power Enterprise projects, such as municipal energy efficiency programs.	Regular	12/31/17
3006-11/12	Controller	Increase Amount \$50,000 New Amount \$98,600	Provide build and testing services based on previous system upgrade design deliverable to augment the ability of the Controller's staff to upgrade the City's Executive Information System (EIS) for financial reporting. The system is used by 500+ City staff in all departments to generate reports to manage budget and expenditures. This is a major upgrade since it would change the underlying software architecture to a web-based system allowing increased and easier access and manipulation of the City's financial data.	Modification	12/31/13
3010-11/12	Public Utilities Commission	Increase Amount \$100,000 New Amount \$150,000	The primary role of the Proposer will be to provide professional services to assist in engineering planning and alternatives analysis for improvements to the Auxiliary Water Supply System (AWSS) pipelines and associated facilities by serving on a Technical Advisory Panel and by providing original research documents.	Modification	12/31/14

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(9) Review of request for approval of proposed personal services contract.
(File No. 0299-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
3013-11/12	Economic and Workforce Development	Increase Amount \$100,000 New Amount \$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	Modification	12/31/13

August 20, 2012: Adopted the report; Approved the request for PSC #3013-11/12 with the condition that documentation be submitted to the Civil Service Commission and the Department of Human Resources to show that the Municipal Executives Association (MEA) was notified about the contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

Recommendation: Accept the report.

(10) Determination of future employment: resignation of permanent appointment with the City and County of Renee Craig, Senior Clerk Typist (Job Code 1426), with the Board of Supervisors. (File No. 0311-12-7)

Recommendation: Postpone to the meeting of December 3, 2012, at the request of SEIU Local 1021.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(11) Review of request for approval of proposed personal services contract.
(File No. 0326-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
3061-11/12	Public Utilities Commission	Increase Amount \$601,500 New Amount \$650,000	In response to a report of serious allegations of employee misconduct and threats, the SFPUC recognized the need for sophisticated and highly confidential investigation of the allegations. The nature of the allegations span multiple lines of inquiry, including research, investigation and analyses requiring specialized expertise in the area of fraud investigation in the public sector.	Modification	01/30/15

September 17, 2012: Withdrew PSC #3061-11/12 at the request of the Public Utilities Commission. Notified the Office of the Controller and the Office of Contract Administration.

Recommendation: Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration.

(12) Request to grant status pursuant to recent IT Class Consolidation. (File No. 0357-12-2) – Action Item

Recommendation: Grant the request.

(13) Appeal by David Donahue, Jr. et.al of the PBT #4334-058963 examination process for Class 4334 Investigator. (File No. 0338-12-4) – Action Item

Recommendation: Open for discussion.

(14) Civil Service Commission Draft Strategic Plan Outline for Fiscal Year 2012-2013. (File No. 0358-12-1) - Discussion and Possible Action Item

Recommendation: Open for discussion and possible action.

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting October 15, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Not Present (Notified absence)

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President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

Gus Feldman, SEIU Local 1021, reiterated their previous request to the Commission to direct the Department of Public Health to meet with SEIU Local 1021 to address their concerns over two PSCs regarding Neuromonitoring and telephone interpretation at San Francisco General Hospital.

Shari Zinn, SEIU Local 1021 expressed her agreement to what Gus Feldman stated.

APPROVAL OF MINUTES

Regular Meeting of October 1, 2012

Action: Adopted. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources' Director reported that the Mayor's Office requested that the Department of Human Resources engage hiring departments in a problem solving process to look at IT hiring. They will also include IFPTE Local 21 in this process as well to represent the IT classes.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer's Report is included in Item No. 14.

0326-12-8 Review of request for approval of proposed personal services contract. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-12/13 <i>Postpone to the meeting of 10/15/12</i>	Recreation & Park Commission	\$700,000	Provide full Architectural & Engineering services for nature education facilities within the Randall Museum. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase & project closeout. A/E firm shall also provide cost estimating services during the course of the project.	Regular	05/20/15

September 17, 2012: Clerically amended to reflect a postponement instead of a request for withdrawal.

Disclosure: President Favetti disclosed that she has a relative working for the Recreation and Park Department but it will not prevent her from making an unbiased decision.

Speakers: Sean McFadden and Matt Jasmin, Recreation and Park Department

Action: Adopted the report; Approved the request for PSC #4025-12/13. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0356-12-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4035-12/13	Controller	\$500,000	Vendor will provide a proprietary online system that is specifically designed to integrate with PeopleSoft 9.0. This system will automate, simplify and streamline payroll and human resource processes directly into PeopleSoft 9.0. The add-on solution will provide automation to facilitate the removal of paper and manual data entry, enhanced end user productivity and automated workflow approval processes.	Regular	09/30/17

Civil Service Commission Meeting Minutes

Regular Meeting of October 15, 2012

4036-12/13	Airport Commission	\$250,000	SFO seeks the assistance of skilled and reputable cyber-security and organizational consultants to create and assist in implementing an Enterprise Strategic Information Security Program that is consistent with and aligned to the Airport's five-year strategic plan to possess the best integrated response capability, and be the least vulnerable U.S. airport to terrorist activity.	Regular	10/14/17
4037-12/13	City Planning	\$175,000	A comprehensive Study to update programs and supporting documentation for various potential public funding sources, including impact fees and potential infrastructure finance districts. This Study will: 1. Identify and develop three specific types of standards for open space, recreational facilities, transportation infrastructure, streetscape improvements and childcare facilities. The three standards include: policy based standards, average existing level of service/amenity standards, and Citywide nexus standards; and 2. Generate an updated nexus analysis. It is expected that this analysis will support all existing area and citywide impact fees, and would be amended or updated at intervals as required to support development fees.	Regular	12/31/13
4038-12/13	Police	\$655,000	Expansion of the current gunshot detection system to cover an additional six square miles throughout the City. The system that is being expanded uses acoustic sensing technology to identify, discriminate, record & locate gunshots/explosions to the Police Department within seconds of the shots being fired. Multiple acoustic sensors will be installed throughout the expanded six square mile area that will communicate registered gunshot explosion activity back to a central server.	Regular	10/31/13
4039-12/13	Public Utilities Commission	\$5,000,000	Independent third-party cataloging of all of SFPUC's workforce investment & programs. Specialized technical support services to develop comprehensive Agency-wide workforce strategy & plan across SFPUC's Enterprises. Technical support services to develop jobs components & implementation plans of specialized Water, Sewer & Power Enterprise projects, such as municipal energy efficiency programs.	Regular	12/31/17
3006-11/12	Controller	Increase Amount \$50,000 New Amount \$98,600	Provide build and testing services based on previous system upgrade design deliverable to augment the ability of the Controller's staff to upgrade the City's Executive Information System (EIS) for financial reporting. The system is used by 500+ City staff in all departments to generate reports to manage budget and expenditures. This is a major upgrade since it would change the underlying software architecture to a web-based system allowing increased and easier access and manipulation of the City's financial data.	Modification	12/31/13
3010-11/12	Public Utilities Commission	Increase Amount \$100,100 New Amount \$150,000	The primary role of the Proposer will be to provide professional services to assist in engineering planning and alternatives analysis for improvements to the Auxiliary Water Supply System (AWSS) pipelines and associated facilities by serving on a Technical Advisory Panel and by providing original research documents.	Modification	12/31/14

0356-12-8 (continued)

Speakers: Cynthia Avakian and Mike Dearman, San Francisco International Airport
Pam Covington, IFPTE Local 1021
Shari Zinn, SEIU Local 1021

Action: (1) Adopted the report as amended to reflect fall of 2012 instead of summer 2012 as to when the RFP would be issued; Approved the request for PSC #4036-12/13 on the condition that the Airport Commission notify IFPTE Local 21 on the training process and the progress of bringing the work in-house. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(2) Adopted the report; approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**0299-12-8 Review of request for approval of proposed personal services contract.
(Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
3013-11/12	Economic and Workforce Development	Increase Amount \$100,000 New Amount \$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	Modification	12/31/13

August 20, 2012: Adopted the report; Approved the request for PSC #3013-11/12 with the condition that documentation be submitted to the Civil Service Commission and the Department of Human Resources to show that the Municipal Executives Association (MEA) was notified about the contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

October 1, 2012: Continued to the meeting of October 15, 2012. (Vote of 4 to 0)

Speakers: None.

Action: Continued to the meeting of November 5, 2012. (Vote of 3 to 0)

- 0311-12-7 Determination of future employment: resignation of permanent appointment with the City and County of Renee Craig, Senior Clerk Typist (Job Code 1426), with the Board of Supervisors. (Item No. 10)**

Speakers: None.

Action: Postponed to the meeting of December 3, 2012, at the request of SEIU Local 1021. (Vote of 3 to 0)

- 0326-12-8 Review of request for approval of proposed personal services contract. (Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
3061-11/12	Public Utilities Commission	Increase Amount \$75,000 New Amount \$123,500	In response to a report of serious allegations of employee misconduct and threats, the SFPUC recognized the need for sophisticated and highly confidential investigation of the allegations. The nature of the allegations span multiple lines of inquiry, including research, investigation and analyses requiring specialized expertise in the area of fraud investigation in the public sector.	Modification	01/30/15

September 17, 2012: Withdrew PSC #3061-11/12 at the request of the Public Utilities Commission. Notified the Office of the Controller and the Office of Contract Administration.

Speakers: Kofo Domingo, Public Utilities Commission

Action: Adopted the report; Approved the request for PSC #3061-11/12. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

- 0357-12-2 Request to grant status pursuant to recent IT Class Consolidation. (Item No. 12)**

Speakers: Gilda Cassanego, Department of Human Resources
Thomas Burns, Department of Human Resources
Steve Ponder, Department of Human Resources
Kerry Ko, Department of Human Resources
Ileana Samanc, Department of Human Resources
Pam Covington, IFPTE Local 21
David Pilpel

Action: Adopted the report. Approved the request to grant status pursuant to recent IT Class Consolidation. (Vote of 3 to 0)

0338-12-4 **Appeal by David Donahue, Jr. et.al of the PBT #4334-058963 examination process for Class 4334 Investigator. (Item No. 13)**

Speakers: None.

Action: Continued to the meeting of November 5, 2012. (Vote of 3 to 0)

0358-12-1 **Civil Service Commission Draft Strategic Plan Outline for Fiscal Year 2012-2013. (Item No. 14)**

Speakers: David Pilpel

Action: Continue to the meeting of November 19, 2012. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

None.

ADJOURNMENT (Item No. 16)

3:01 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

A G E N D A

Regular Meeting
November 5, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of November 5, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 5, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 15, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contract.
(File No. 0299-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
3013-11/12	Economic and Workforce Development	Current Approved Amount \$49,900 Increase Amount Requested \$100,000 New Total Amount Requested \$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	Modification	12/31/13

August 20, 2012: Adopted the report; Approved the request for PSC #3013-11/12 with the condition that documentation be submitted to the Civil Service Commission and the Department of Human Resources to show that the Municipal Executives Association (MEA) was notified about the contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

October 1, 2012: Continued to the meeting of October 15, 2012. (Vote of 4 to 0)

October 15, 2012: Continued to the meeting of November 5, 2012.

Recommendation: Accept the report.

(8) Review of request for approval of proposed personal services contracts.
(File No. 0376-12-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-12/13	Assessor	\$80,000	In the next 2 years, ASR expects to replace its antiquated AS/400 property tax database system. The first step of this process is a Discovery Assessment ("Assessment"). This Assessment would include the following steps: 1) Ascertain training needs; 2) Identify and analyze data sources; 3) Gather configuration requirements; 4) Gather customization requirements; 5) Identify and analyze third-party integration products; 6) Identify and analyze inter-departmental interfaces; 7) Gather deployment requirements; 8) Prepare detailed project plan; and 9) Provide cost estimates.	Regular	10/31/13
4041-12/13	Children, Youth & Families	\$4,000,000	This request is for professional evaluation & technical assistance for DCYF grant-funded programs providing services to children, youth & their families. Evaluation services will measure the quality of services provided & the effectiveness of programs with respect to the department's strategic goals. As needed, technical assistance will be provided to address issues of program quality. Contractors conducting evaluation may differ from contractors providing technical assistance.	Regular	06/30/16
4042-12/13	Airport Commission	\$1,200,000	Provide structural engineering design support services of Airport structures, including, but not limited to: terminals, boarding areas, parking structures, viaducts, elevated roadways, and transit guideways. Provide full structural design services, calculations, drawings, specifications, cost estimates and services requested for a project and/or all design phases and preparation of bridging contract documents to be used in the solicitation of a Design-Build or Design-Bid-Build Requests for Proposals (RFP). Structural firm to provide seismic studies and vulnerability reports, analyses, assessment reports, blast analysis, blast load prediction and blast resistant design. The Airport will give first right of refusal to other City Departments through the Airport's Notice of Intent process.	Regular	11/04/17

Civil Service Commission Meeting Agenda

Regular Meeting of November 5, 2012

4043-12/13	Airport Commission	\$1,500,000	During the PBMS Phase II project, SFO would like to implement several enhancements and new functionality to address inefficiencies; optimize system performance and integrate enhanced reporting features; minimize manual entries and error risks, especially for high volume activity billings; address audit concerns and recommendations regarding statistical data reporting; develop policies and procedures; and prepare for external system improvements that impact PMBS. This phase of the project will enhance existing and create new functionality in the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business statistics on all SFO property leases, space permits, and other property contracts. This includes completing a set of sub projects to (a) improve reporting features, (b) develop new custom data extracts, data views and report modifications, (c) expand data quality extracts, (d) implement and refine the Space and Property Management module including GIS interfaces, (e) support integration to the new Ground Transportation Management System (GTMS), (f) integrate existing Utility Management module with the new handheld utility meter readers, (g) incorporate detail from other sources to be included with invoices, (g) interface with data from PASSUR passive radar system for aircraft landings, (h) enhance the user access security module, (i) activate GTU Contingency Billing upon request, (k) conduct annual onsite training and (l) perform other requested modifications as needed to evolve and integrate PMBS with other Airport and City systems.	Regular	12/31/17
4044-12/13	Airport Commission	\$5,000,000	Maintenance and repairs of specialized programmable logic controls, baggage sortation and diagnostic equipment for baggage handling systems, integrated with Transportation Security Administration (TSA) screening equipment. Inspection of airline maintenance of Airport owned baggage conveyor equipment.	Regular	11/14/17
4045-12/13	Art Commission	\$200,000	A local consulting team with significant experience in arts community outreach & cultural planning development & implementation will be contracted by the Arts Commission.	Regular	12/31/15
4046-12/13	Port Commission	\$1,060,000	Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.	Regular	08/31/16
4047-12/13	Public Health	\$1,800,000	The program will provide SFGH with high-quality home sleep testing, 2-day device delivery, and same-day study interpretation through a unique turnkey service model, thus providing our patient constituency with necessary testing for obstructive sleep apnea (OSA) with significantly decreased wait times, improved patient care, and decreased costs.	Regular	12/31/22

Civil Service Commission Meeting Agenda

Regular Meeting of November 5, 2012

4043-08/09	Treasurer/Tax Collector	Current Approved Amount \$250,000 Increase Amount Requested \$250,000 New Total Amount Requested \$500,000	Development and processing of credit card payment applications for both online and IVR property taxes, water utility bills and parking citations.	Modification	10/15/14
4016-08/09	Public Utilities Commission	Current Approved Amount \$10,000,000 Increase Amount Requested \$0 New Total Amount Requested \$10,000,000	Prime Contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco. The SFPUC, at request from Commission, researched and evaluated the merits of an AMI System to replace its manual meter reading practices, and a business case completed in late 2006, proved the forecasted expenditure. The professional service contract will cover the system installation, including replacement or retrofit of existing SF City and County water meters with AMI End Points, as well as installation of AMI regional data collectors and associated network equipment. The AMI End Points consist of water meters potted to an AMI Module which transmits consumption data from the meters to AMI regional collector units (RCUs). The installation of the System is expected to be around \$10,000,000 in services (CS-936).	Modification	12/31/13
4087-09/10	Public Utilities Commission	Current Approved Amount \$4,000,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$5,000,000	Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Modification	01/30/18
4102-08/09	Public Utilities Commission	Current Approved Amount \$1,000,000 Increased Amount #1 \$400,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$2,900,000	Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises – including, but not limited to, debt financing, financial forecasting, rate setting and administration, asset management and risk management. This modification will extend the services through purchase of 2011 Services FG Bonds. Funds from the bond sale will be used to provide Water Enterprise capital improvement program financing.	Modification	01/01/16
4175-07/08	Public Utilities Commission	Current Approved Amount \$150,000 Increased Amount #1 \$50,000 Increase Amount Requested \$150,000 New Total Amount Requested \$350,000	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds. Provide detail predation reports to State Agencies; maintain required licensing and training with California Department of Fish and Game.	Modification	09/30/15

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) **Department of Human Resources response to Commissioners' request for a report on separations and resignations of permanent Civil Service (PCS) and exempt employees with future employment restrictions for calendar year 2012 that were imposed or appealed; and that were subsequently reduced or rescinded, and the appeal withdrawn. (File No. 0332-12-7) – Action Item**

September 17, 2012: Department of Human Resources to resubmit report.

October 1, 2012: Continue to the meeting of November 5, 2012 at the request of the Department of Human Resources.

Recommendation: Continue to the meeting of December 17, 2012 at the request of the Department of Human Resources.

- (10) **Appeal by David Donahue, Jr. et.al of the PBT #4334-058963 examination process for Class 4334 Investigator. (File No. 0338-12-4) – Action Item**

October 15, 2012: Continued to the meeting of November 5, 2012.

Recommendation: Accept the request to withdraw appeal.

- (11) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2013. (File No. 0377-12-1) - Action Item**

Recommendation: Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (12) **Follow-Up report from IFPTE Local 21 and the San Francisco Police Department on the conditional approval of Personal Services Contract #4165-09/10. (File No. 0345-12-8) – Action Item**

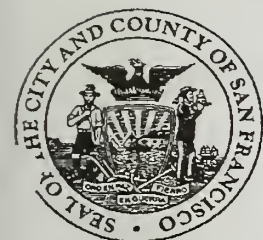
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4165-09/10	Police	Current Approved Amount \$2,000,000 Increase Amount Requested \$900,000 New Total Amount Requested \$2,900,000	The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA stains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.	Modification	09/30/13

October 1, 2012: Adopted the report; Approved the request for approval of PSC #4165-09/10 on the condition that a joint report by IFPTE Local 21 and the San Francisco Police Department be submitted at the meeting of November 5, 2012.

Recommendation: Adopt the report.

- (13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (14) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting November 5, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Not Present (Excused absence)
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

Charles Smith, Investigator from the Treasurer-Tax Collector's Office, indicated that he would like to speak on Item #10.

APPROVAL OF MINUTES

Regular Meeting of October 15, 2012

Action: Adopted. (Vote of 3 to 0)

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HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Included in Item #11.

0299-12-8 Review of request for approval of proposed personal services contract. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
3013-11/12	Economic and Workforce Development	Current Approved Amount \$49,900 Increase Amount Requested \$100,000 New Total Amount Requested \$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	Modification	12/31/13

August 20, 2012: Adopted the report; Approved the request for PSC #3013-11/12 with the condition that documentation be submitted to the Civil Service Commission and the Department of Human Resources to show that the Municipal Executives Association (MEA) was notified about the contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

October 1, 2012: Continued to the meeting of October 15, 2012. (Vote of 4 to 0)

October 15, 2012: Continued to the meeting of November 5, 2012. (Vote of 3 to 0)

Speakers: Rhonda Simmons, Director of Workforce Development

Action: Accepted the report. (Vote of 3 to 0)

0376-12-8

Review of request for approval of proposed personal services contracts.
(Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-12/13	Assessor	\$80,000	In the next 2 years, ASR expects to replace its antiquated AS/400 property tax database system. The first step of this process is a Discovery Assessment ("Assessment"). This Assessment would include the following steps: 1) Ascertain training needs; 2) Identify and analyze data sources; 3) Gather configuration requirements; 4) Gather customization requirements; 5) Identify and analyze third-party integration products; 6) Identify and analyze inter-departmental interfaces; 7) Gather deployment requirements; 8) Prepare detailed project plan; and 9) Provide cost estimates.	Regular	10/31/13
4041-12/13	Children, Youth & Families	\$4,000,000	This request is for professional evaluation & technical assistance for DCYF grant-funded programs providing services to children, youth & their families. Evaluation services will measure the quality of services provided & the effectiveness of programs with respect to the department's strategic goals. As needed, technical assistance will be provided to address issues of program quality. Contractors conducting evaluation may differ from contractors providing technical assistance.	Regular	06/30/16
4042-12/13	Airport Commission	\$1,200,000	Provide structural engineering design support services of Airport structures, including, but not limited to: terminals, boarding areas, parking structures, viaducts, elevated roadways, and transit guideways. Provide full structural design services, calculations, drawings, specifications, cost estimates and services requested for a project and/or all design phases and preparation of bridging contract documents to be used in the solicitation of a Design-Build or Design-Bid-Build Requests for Proposals (RFP). Structural firm to provide seismic studies and vulnerability reports, analyses, assessment reports, blast analysis, blast load prediction and blast resistant design. The Airport will give first right of refusal to other City Departments through the Airport's Notice of Intent process.	Regular	11/04/17

Civil Service Commission Meeting Minutes

Regular Meeting of November 5, 2012

4043-12/13	Airport Commission	\$1,500,000	During the PBMS Phase II project, SFO would like to implement several enhancements and new functionality to address inefficiencies; optimize system performance and integrate enhanced reporting features; minimize manual entries and error risks, especially for high volume activity billings; address audit concerns and recommendations regarding statistical data reporting; develop policies and procedures; and prepare for external system improvements that impact PMBS. This phase of the project will enhance existing and create new functionality in the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business statistics on all SFO property leases, space permits, and other property contracts. This includes completing a set of sub projects to (a) improve reporting features, (b) develop new custom data extracts, data views and report modifications, (c) expand data quality extracts, (d) implement and refine the Space and Property Management module including GIS interfaces, (e) support integration to the new Ground Transportation Management System (GTMS), (f) integrate existing Utility Management module with the new handheld utility meter readers, (g) incorporate detail from other sources to be included with invoices, (g) interface with data from PASSUR passive radar system for aircraft landings, (h) enhance the user access security module, (i) activate GTU Contingency Billing upon request, (k) conduct annual onsite training and (l) perform other requested modifications as needed to evolve and integrate PMBS with other Airport and City systems.	Regular	12/31/17
4044-12/13	Airport Commission	\$5,000,000	Maintenance and repairs of specialized programmable logic controls, baggage sortation and diagnostic equipment for baggage handling systems, integrated with Transportation Security Administration (TSA) screening equipment. Inspection of airline maintenance of Airport owned baggage conveyor equipment.	Regular	11/14/17
4045-12/13	Art Commission	\$200,000	A local consulting team with significant experience in arts community outreach & cultural planning development & implementation will be contracted by the Arts Commission.	Regular	12/31/15
4046-12/13	Port Commission	\$1,060,000	Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.	Regular	08/31/16
4047-12/13	Public Health	\$1,800,000	The program will provide SFGH with high-quality home sleep testing, 2-day device delivery, and same-day study interpretation through a unique turnkey service model, thus providing our patient constituency with necessary testing for obstructive sleep apnea (OSA) with significantly decreased wait times, improved patient care, and decreased costs.	Regular	12/31/22

Civil Service Commission Meeting Minutes

Regular Meeting of November 5, 2012

4043-08/09	Treasurer/Tax Collector	Current Approved Amount \$250,000 Increase Amount Requested \$250,000 New Total Amount Requested \$500,000	Development and processing of credit card payment applications for both online and IVR property taxes, water utility bills and parking citations.	Modification	10/15/14
4016-08/09	Public Utilities Commission	Current Approved Amount \$10,000,000 Increase Amount Requested \$0 New Total Amount Requested \$10,000,000	Prime Contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco. The SFPUC, at request from Commission, researched and evaluated the merits of an AMI System to replace its manual meter reading practices, and a business case completed in late 2006, proved the forecasted expenditure. The professional service contract will cover the system installation, including replacement or retrofit of existing SF City and County water meters with AMI End Points, as well as installation of AMI regional data collectors and associated network equipment. The AMI End Points consist of water meters potted to an AMI Module which transmits consumption data from the meters to AMI regional collector units (RCUs). The installation of the System is expected to be around \$10,000,000 in services (CS-936).	Modification	12/31/13
4087-09/10	Public Utilities Commission	Current Approved Amount \$4,000,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$5,000,000	Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Modification	01/30/18
4102-08/09	Public Utilities Commission	Current Approved Amount \$1,000,000 Increased Amount #1 \$400,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$2,900,000	Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises – including, but not limited to, debt financing, financial forecasting, rate setting and administration, asset management and risk management. This modification will extend the services through purchase of 2011 Services FG Bonds. Funds from the bond sale will be used to provide Water Enterprise capital improvement program financing.	Modification	01/01/16
4175-07/08	Public Utilities Commission	Current Approved Amount \$150,000 Increased Amount #1 \$50,000 Increase Amount Requested \$150,000 New Total Amount Requested \$350,000	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds. Provide detail predation reports to State Agencies; maintain required licensing and training with California Department of Fish and Game.	Modification	09/30/15

Speakers: Cynthia Avakian and Dave Barber, Airport Commission and Kevin Hughes, IBEW Local 6 Field Representative spoke on PSC #4044-12/13.

0376-12-8 (continued)

Rebekkah Krell, Art Commission spoke on PSC #4045-12/13.
Andres Acevedo and Tom Carter, Port Commission spoke on PSC #4046-12/13.

Action:

1. Adopted the report; Approved the request for approval of PSC #4045-12/13 on the condition that the Art Commission work with the Executive Officer to expand on the scope of work described in the PSC Summary. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
2. Adopted the report; Approved the request for approval of PSC #4046-12/13 on the condition that the Port Commission clarify there were previous PSCs approved by the Civil Service Commission for this scope of work. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
3. Adopted the report; Approved the request for approval of all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0332-12-7 Department of Human Resources response to Commissioners' request for a report on separations and resignations of permanent Civil Service (PCS) and exempt employees with future employment restrictions for calendar year 2012 that were imposed or appealed; and that were subsequently reduced or rescinded, and the appeal withdrawn. (Item No. 9)

September 17, 2012: Department of Human Resources to resubmit report.

October 1, 2012: Continued to the meeting of November 5, 2012 at the request of the Department of Human Resources.

Speakers: None.

Action: Continued to the meeting of December 17, 2012 at the request of the Department of Human Resources. (Vote of 3 to 0)

0338-12-4 Appeal by David Donahue, Jr. et.al of the PBT #4334-058963 examination process for Class 4334 Investigator. (Item No. 10)

October 15, 2012: Continued to the meeting of November 5, 2012.

Speakers: John Kraus, Department of Human Resources
Charles Smith, Applicant
Sutanto Darsono, Applicant

Action: Accepted the request to withdraw appeal. (Vote of 3 to 0)

**0377-12-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 2013.
(Item No. 11)****Speakers:** None.**Action:** Adopted the report. (Vote of 3 to 0)**0345-12-8 Follow-Up report from IFPTE Local 21 and the San Francisco Police Department on the conditional approval of Personal Services Contract #4165-09/10. (Item No. 12)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4165-09/10	Police	Current Approved Amount \$2,000,000 Increase Amount Requested \$900,000 New Total Amount Requested \$2,900,000	The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA stains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.	Modification	09/30/13

October 1, 2012: Adopted the report; Approved the request for approval of PSC #4165-09/10 on the condition that a joint report by IFPTE Local 21 and the San Francisco Police Department be submitted at the meeting of November 5, 2012. (Vote of 4 to 0)

Speakers: Captain Louis Cassanego, San Francisco Police Department
Kim Carter, IFPTE Local 21

Action: Adopted the report. The San Francisco Police Department and IFPTE Local 21 will submit a joint report in May 2013.
(Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

2:59 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
November 19, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

9/12

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of November 19, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 19, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 5, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0433-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4048-12/13	Airport Commission	\$40,000,000	Work will include program planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for Airport's Terminal 1/Boarding Area B (T1/BAB) Redevelopment Program. The T1/BAB Program will be implemented in a multi-year phased approach and will consist of the following significant program elements: - Demolition of the existing Boarding Area B facility, and replacement in a substantially different, more efficient configuration to accommodate the new modern aircraft requirements, as well as allow for future expansion if additional gate capacity is required, increasing capacity from 18 to 24 gate positions. - A major renovation to Terminal 1, providing for a complete replacement of the architectural building envelope, complete electrical, HVAC and special systems replacements, interior architectural renovation, and facility upgrades including a new consolidated passenger screening checkpoint, new airline ticket counters, and new concessions program, all consistent with the Terminal 2 standard. - New consolidated common use baggage handling system (BHS) and checked baggage screening system, reducing the number of systems from six to one, and the number of CTX machines from 15 to 5, resulting in a much more efficient BHS operation, both in terms of operation and maintenance. - Renovation of Boarding Area C to bring this facility up to current Airport standards. - Various airport, airline and agency related tenant improvements. - South Field Improvements including relocated vehicle screening checkpoint and realigned taxi lanes.	Regular	12/31/22
4049-12/13	Public Utilities Commission	\$6,000,000	Specialized construction and professional services contracting technical support services to Contractors Assistance Center clients. Specialized technical support services will be provided in contracting areas related to cost estimating, project scheduling, bid and qualifications documentation preparation, insurance and bonding requirements, and project controls on an as requested and on-call basis.	Regular	12/31/17

Civil Service Commission Meeting Agenda

Regular Meeting of November 19, 2012

4050-12/13	Emergency Management	\$1,000,000	This is a CAL EMA EOC Grant project to upgrade and install satellite emergency voice and data systems at the Emergency Operations Center (EOC) for the Department of Emergency Management, and Department Operations Centers (DOC) for the Fire and Public Works Departments. The satellite systems operate during critical emergency events when traditional services (voice and data) are not available. The satellite network links the EOC and the DOCs to provide emergency backup voice and data communication capabilities. The system consists of high-speed satellite equipment, Ethernet connections and VoIP telephone service.	Regular	01/01/17
4051-12/13	Emergency Management	\$360,000	The contractor will provide strategy and effectiveness reports using guidance issued by the Department of Homeland Security (DHS), new risk and capabilities data, exercise and evaluation data, and feedback from regional stakeholders. The contractor will 1) pinpoint gaps in terrorism preparedness and assist in identifying funding priorities, and 2) demonstrate the effective use of investments to local, state, and federal policy makers.	Regular	11/30/15
4128-11/12	Controller	Current Approved Amount \$100,000 Increase Amount Requested \$290,000 New Total Amount Requested \$390,000	Provide hosting services for historical payroll reports generated prior to October 2012. Payroll reports are accessed by every City department's payroll professionals, time keepers, and managers every pay period to validate payroll and deduction calculations through a partitioned access protocol with predefined search indexes.	Modification	08/31/17
4127-08/09	Police	Current Approved Amount \$200,000 Increase Amount Requested \$200,000 New Total Amount Requested \$400,000	The vendor will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve officer applicants, police cadet applicants, and police service aide applicants for the Police Department. ~~Pre-Employment Drug Testing is a Police~~ Department requirement.	Modification	06/30/16
4059-10/11	Public Health	Current Approved Amount \$115,000 Increase Amount Requested \$81,560 New Total Amount Requested \$196,560	Services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.	Modification	12/31/14

Civil Service Commission Meeting Agenda**Regular Meeting of November 19, 2012**

4167-09/10	Public Health	Current Approved Amount \$1,750,000 Increase Amount Requested \$2,558,719 New Total Amount Requested \$4,308,719	The proposed professional services will provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical, and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of the agreement.	Modification	06/30/17
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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0434-12-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Status Update Report of Redevelopment Agency-Only "Priority" Eligible List Placements. (File No. 0147-12-5) – Action Item

May 21, 2012: Finalize drafts of proposed Rule amendments for posting and adoption. Continued to the meeting of June 4, 2012.

June 4, 2012: Posted for adoption.

June 18, 2012: Adopted as posted.

Recommendation: Accept the report.

(10) Review of the Annual Report for FY2011-12. (File No. 0435-12-1) – Action Item

Recommendation: Accept the report.

(11) Civil Service Commission Strategic Plan for Fiscal Year 2012-2013. (File No. 0358-12-1) - Action Item

October 15, 2012: Continued to the meeting of November 19, 2012.

Recommendation: Accept the report.

(12) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(13) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting November 19, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 5, 2012

Action: Adopted. (Vote of 3 to 0)

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HUMAN RESOURCES DIRECTOR'S REPORT

The Human Resources Director updated the Commission on an IT hiring project underway at the Department of Human Resources. Departments invited to participate in the project includes IFPTE Local 21, the Mayor's Office, and the Controller's Office.

EXECUTIVE OFFICER'S REPORT

No report.

**0433-12-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4048-12/13	Airport Commission	\$40,000,000	Work will include program planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for Airport's Terminal 1/Boarding Area B (T1/BAB) Redevelopment Program. The T1/BAB Program will be implemented in a multi-year phased approach and will consist of the following significant program elements: - Demolition of the existing Boarding Area B facility, and replacement in a substantially different, more efficient configuration to accommodate the new modern aircraft requirements, as well as allow for future expansion if additional gate capacity is required, increasing capacity from 18 to 24 gate positions. - A major renovation to Terminal 1, providing for a complete replacement of the architectural building envelope, complete electrical, HVAC and special systems replacements, interior architectural renovation, and facility upgrades including a new consolidated passenger screening checkpoint, new airline ticket counters, and new concessions program, all consistent with the Terminal 2 standard. - New consolidated common use baggage handling system (BHS) and checked baggage screening system, reducing the number of systems from six to one, and the number of CTX machines from 15 to 5, resulting in a much more efficient BHS operation, both in terms of operation and maintenance. - Renovation of Boarding Area C to bring this facility up to current Airport standards. - Various airport, airline and agency related tenant improvements. - South Field Improvements including relocated vehicle screening checkpoint and realigned taxi lanes.	Regular	12/31/22
4049-12/13	Public Utilities Commission	\$6,000,000	Specialized construction and professional services contracting technical support services to Contractors Assistance Center clients. Specialized technical support services will be provided in contracting areas related to cost estimating, project scheduling, bid and qualifications documentation preparation, insurance and bonding requirements, and project controls on an as requested and on-call basis.	Regular	12/31/17

Civil Service Commission Meeting Minutes

Regular Meeting of November 19, 2012

4050-12/13	Emergency Management	\$1,000,000	This is a CAL EMA EOC Grant project to upgrade and install satellite emergency voice and data systems at the Emergency Operations Center (EOC) for the Department of Emergency Management, and Department Operations Centers (DOC) for the Fire and Public Works Departments. The satellite systems operate during critical emergency events when traditional services (voice and data) are not available. The satellite network links the EOC and the DOCs to provide emergency backup voice and data communication capabilities. The system consists of high-speed satellite equipment, Ethernet connections and VoIP telephone service.	Regular	01/01/17
4051-12/13	Emergency Management	\$360,000	The contractor will provide strategy and effectiveness reports using guidance issued by the Department of Homeland Security (DHS), new risk and capabilities data, exercise and evaluation data, and feedback from regional stakeholders. The contractor will 1) pinpoint gaps in terrorism preparedness and assist in identifying funding priorities, and 2) demonstrate the effective use of investments to local, state, and federal policy makers.	Regular	11/30/15
4128-11/12	Controller	Current Approved Amount \$100,000 Increase Amount Requested \$290,000 New Total Amount Requested \$390,000	Provide hosting services for historical payroll reports generated prior to October 2012. Payroll reports are accessed by every City department's payroll professionals, time keepers, and managers every pay period to validate payroll and deduction calculations through a partitioned access protocol with predefined search indexes.	Modification	08/31/17
4127-08/09	Police	Current Approved Amount \$200,000 Increase Amount Requested \$200,000 New Total Amount Requested \$400,000	The vendor will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve officer applicants, police cadet applicants, and police service aide applicants for the Police Department. <u>Pre-Employment Drug Testing is a Police Department requirement.</u>	Modification	06/30/16
4059-10/11	Public Health	Current Approved Amount \$115,000 Increase Amount Requested \$81,560 New Total Amount Requested \$196,560	Services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.	Modification	12/31/14

4167-09/10	Public Health	Current Approved Amount \$1,750,000 Increase Amount Requested \$2,558,719 New Total Amount Requested \$4,308,719	The proposed professional services will provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical, and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of the agreement.	Modi- fication	06/30/17
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Speakers: Cynthia Avakian and Reuben A. Halili, Airport Commission spoke on PSC #4048-12/13.
 Kofo Domingo and Masood Ordikhani, Public Utilities Commission spoke on PSC #4049-12/13.

Action:

- 1) Adopted the report; Approved the request for PSC #4048-12/13 as amended to reflect that the contract will be renewed annually; and on the condition that a report on the status of the work be submitted at the second year mark and the sixth year mark. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- 2) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0434-12-1 Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 8)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the report. (Vote of 4 to 0)

0147-12-5 Status Update Report of Redevelopment Agency-Only "Priority" Eligible List Placements. (Item No. 9)

May 21, 2012: Finalize drafts of proposed Rule amendments for posting and adoption. Continued to the meeting of June 4, 2012.

June 4, 2012: Posted for adoption.

June 18, 2012: Adopted as posted.

Speakers: Kerry Ko, Department of Human Resources
Sallie Gibson, Deputy City Attorney
Carol Isen, Department of Human Resources
Micki Callahan, Human Resources Director
Alex Tonnison, IFPTE Local 21
Chris Harris, former Redevelopment Agency employee
Amy Dawson, former Redevelopment Agency employee
Ricky Tijani, former Redevelopment Agency employee
Edith Horner, former Redevelopment Agency employee

Action: Accepted the report. (Vote of 4 to 0)

0435-12-1 Review of the Annual Report for FY2011-12. (File No. 10)

Speakers: None.

Action: Accepted the report as amended. (Vote of 4 to 0)

0358-12-1 Civil Service Commission Strategic Plan for Fiscal Year 2012-2013. (Item No. 11)

October 15, 2012: Continued to the meeting of November 19, 2012.

Action: Accepted the report. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

President Favetti reported that she and the Executive Officer recently did a presentation on the Merit System to SEIU Local 1021.

Gus Feldman and Shari Zinn, SEIU Local 1021 made comments on PSC #4059-10/11. They will submit their written concerns to the Executive Officer.

ADJOURNMENT

3:11 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
December 3, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

DEPUTY CITY ATTORNEY'S REPORT

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of December 3, 2012

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 3, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 19, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

- (6) **Update on SEIU's concerns regarding PSC #4059-10/11, approved by the Civil Service Commission at its meeting of November 19, 2012. (File No. 0456-12-8) – Action Item**

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) **Review of request for approval of proposed personal services contracts. (File No. 0457-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4118-11/12	MTA – Taxi Commission	Current Approved Amount \$400,000 Increase Amount Requested \$235,000 New Total Amount Requested \$635,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three (3) full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.	Modification	03/31/13
4056-08/09	General Services Agency	Current Approved Amount \$58,500,000 Increase Amount Requested \$15,000,000 New Total Amount Requested \$73,500,000	As-needed, project-specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.	Modification	12/31/13

4057-08/09	Public Works	Current Approved Amount \$675,000 Increase Amount Requested \$900,000 New Total Amount Requested \$1,575,000	Consultant will advance and manage funds for the Project Pull summer internship program. Funds will be disbursed for intern salaries and program enrichment activities. Project Pull is a youth program that provides internships within various City agencies to high school students from San Francisco who display an interest in the career fields of architecture, engineering, business and the sciences. Project Pull provides professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields.	Modification	12/31/16
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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

DEPUTY CITY ATTORNEY'S REPORT

- (8) **Report from the Deputy City Attorney on recent significant public sector and discrimination case law. (File No. 0459-12-1) – Action Item**

Recommendation: Accept the report.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) **Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0458-12-4) – Action Item**

Recommendation: Adopt the report.

- (10) **Determination of future employment: resignation of permanent appointment with the City and County of Renee Craig, Senior Clerk Typist (Job Code 1426), with the Board of Supervisors. (File No. 0311-12-7)**

October 15, 2012: Postpone to the meeting of December 3, 2012, at the request of SEIU Local 1021.

Recommendation: Accept the request to withdraw appeal.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (11) **Appeal by Tiffany Brewster of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0423-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Tiffany Brewster.

- (12) **Appeal by Michael Cantwell of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0418-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Michael Cantwell.

- (13) **Appeal by Nicole Carden of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0424-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Nicole Carden.

- (14) **Appeal by Serena Chiu of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0425-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Serena Chiu.

- (15) **Appeal by Stephanie Coe of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0391-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Stephanie Coe.

- (16) **Appeal by Shamaneh Donahue of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0415-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Shamaneh Donahue.

- (17) **Appeal by Mark Dorton of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0397-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Mark Dorton.

- (18) **Appeal by True William Ellis of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0422-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by True William Ellis.

- (19) **Appeal by Connie Fitzgerald of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0428-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Connie Fitzgerald

- (20) **Appeal by Somalia Folashade of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0438-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Somalia Folashade.

- (21) **Appeal by Mark Franklin of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0383-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Mark Franklin.

- (22) **Appeal by Constance Harris of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0401-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Constance Harris.

- (23) **Appeal by Kevin Lee of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0403-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Kevin Lee.

- (24) **Appeal by Victor Lopez of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0414-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Victor Lopez.

- (25) **Appeal by Krystal Love of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0441-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Krystal Love.

- (26) **Appeal by Gary Major of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0411-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Gary Major.

- (27) **Appeal by Cesar Maniego of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0426-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Cesar Maniego.

- (28) **Appeal by Omar Maxwell of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0395-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Omar Maxwell.

- (29) **Appeal by James Maza of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0421-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by James Maza.

- (30) **Appeal by Alfred McDonough of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0396-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Alfred McDonough.

- (31) **Appeal by Gilbert Meuniot of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0429-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Gilbert Meuniot.

- (32) **Appeal by Louis Monges of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0389-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Louis Monges.

- (33) **Appeal by Lorenzo Parham of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0399-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Lorenzo Parham.

- (34) **Appeal by Tony Phui of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0419-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Tony Phui.

- (35) **Appeal by Ulysses Powell of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0413-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Ulysses Powell.

- (36) **Appeal by Ignacio Reyes of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0427-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Ignacio Reyes.

- (37) **Appeal by Victor Reynolds of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0398-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Victor Reynolds.

- (38) **Appeal by Natalie Sanchez of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0440-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Natalie Sanchez.

- (39) **Appeal by Diane Shepard of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0392-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Diane Shepard.

- (40) **Appeal by Alla Swenson of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0400-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Alla Swenson.

- (41) **Appeal by Darling Thomas of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0437-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Darling Thomas.

- (42) **Appeal by John Verrinder of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0430-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by John Verrinder.

- (43) **Appeal by Tamika Williams of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0431-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Tamika Williams.

- (44) **Appeal by Myint Wong of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0410-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Myint Wong.

- (45) **Appeal by Christina Wong-Zulueta of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0402-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation;
Deny the appeal by Christina Wong-Zulueta.

- (46) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (47) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting December 3, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:08 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Not present (Excused absence)

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 19, 2012

Action: Adopted. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**EXECUTIVE OFFICER'S REPORT**

0456-12-8 Update on SEIU's concerns regarding PSC #4059-10/11, approved by the Civil Service Commission at its meeting of November 19, 2012. (Item No. 6)

Speakers: Jennifer Johnston, Executive Officer
Shari Zinn, SEIU Local 1021
Jacquie Hale, Department of Public Health

0457-12-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4118-11/12	MTA – Taxi Commission	Current Approved Amount \$400,000 Increase Amount Requested \$235,000 New Total Amount Requested \$635,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three (3) full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.	Modification	03/31/13
4056-08/09	General Services Agency	Current Approved Amount \$58,500,000 Increase Amount Requested \$15,000,000 New Total Amount Requested \$73,500,000	As-needed, project-specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.	Modification	12/31/13
4057-08/09	Public Works	Current Approved Amount \$675,000 Increase Amount Requested \$900,000 New Total Amount Requested \$1,575,000	Consultant will advance and manage funds for the Project Pull summer internship program. Funds will be disbursed for intern salaries and program enrichment activities. Project Pull is a youth program that provides internships within various City agencies to high school students from San Francisco who display an interest in the career fields of architecture, engineering, business and the sciences. Project Pull provides professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields.	Modification	12/31/16

Speakers: Mary Donovan, Municipal Transportation Agency spoke on PSC #4118-11/12.

Action: 1) Adopted the report; Approved the request for approval of PSC #4118-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
2) Adopted the report; Approved the request for approval of PSC #s 4056-08/09 and 4057-08/09. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

DEPUTY CITY ATTORNEY'S REPORT

0459-12-1 Report from the Deputy City Attorney on recent significant public sector and discrimination case law. (Item No. 8)

Speakers: Sallie Gibson, Deputy City Attorney

0458-12-4 Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 9)

Speakers: None.

Action: Adopted the report. (Vote of 3 to 0)

0311-12-7 Determination of future employment: resignation of permanent appointment with the City and County of Renee Craig, Senior Clerk Typist (Job Code 1426), with the Board of Supervisors. (Item No. 10)

October 15, 2012: Postponed to the meeting of December 3, 2012, at the request of SEIU Local 1021.

Speakers: None.

Action: Accepted the request by SEIU Local 1021 to withdraw the appeal on behalf of Renee Craig. (Vote of 3 to 0)

0423-12-4 Appeal by Tiffany Brewster of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 11)

Speakers: Clare Leung, Municipal Transportation Agency
Tiffany Brewster, Appellant
Raymond Kong, Municipal Transportation Agency

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Tiffany Brewster. (Vote of 3 to 0)

0418-12-4 Appeal by Michael Cantwell of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 12)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Michael Cantwell. (Vote of 3 to 0) Mr. Cantwell failed to appear.

0424-12-4 Appeal by Nicole Carden of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 13)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Nicole Carden. (Vote of 3 to 0) Ms. Carden failed to appear.

0425-12-4 Appeal by Serena Chiu of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 14)

Speakers: Clare Leung, Municipal Transportation Agency
Raymond Kong, Municipal Transportation Agency

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Serena Chiu. (Vote of 3 to 0) Ms. Chiu failed to appear.

0391-12-4 Appeal by Stephanie Coe of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 15)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Stephanie Coe. (Vote 3 to 0) Ms. Coe failed to appear.

0415-12-4 Appeal by Shamaneh Donahue of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 16)

Speakers: Clare Leung, Municipal Transportation Agency
Raymond Kong, Municipal Transportation Agency

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Shamaneh Donahue. (Vote of 3 to 0) Ms. Donahue failed to appear.

0397-12-4 Appeal by Mark Dorton of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 17)

Speakers: None.

Action: Accepted the request by Mark Dorton to withdraw his appeal.
(Vote of 3 to 0)

0422-12-4 Appeal by True William Ellis of the rejection of his application for the 8214 Parking Control Officer examination. (Item No.18)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by True William Ellis.
(Vote of 3 to 0) Mr. Ellis failed to appear.

0428-12-4 Appeal by Connie Fitzgerald of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 19)

Speakers: Clare Leung, Municipal Transportation Agency
Connie Fitzgerald, Appellant
Raymond Kong, Municipal Transportation Agency
Bill Fitzgerald, On behalf of Appellant

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Connie Fitzgerald. (Vote of 2 to 1; Commissioner Jung dissents.) Continue to the meeting of December 17, 2012. (Three (3) votes are needed for Commission action.)

0438-12-4 Appeal by Somalia Folashade of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 20)

Speaker: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Somalia Folashade.
(Vote of 3 to 0) Ms. Folashade failed to appear.

0383-12-4 Appeal by Mark Franklin of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 21)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Mark Franklin. (Vote of 3 to 0)
Mr. Franklin failed to appear.

0401-12-4 Appeal by Constance Harris of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 22)

Speakers: Clare Leung, Municipal Transportation Agency
Constance Harris, Appellant

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Constance Harris. (Vote of 3 to 0)

0403-12-4 Appeal by Kevin Lee of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 23)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Kevin Lee. (Vote of 3 to 0)
Mr. Lee failed to appear.

0414-12-4 Appeal by Victor Lopez of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 24)

Speakers: Clare Leung, Municipal Transportation Agency
Victor Lopez, Appellant

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Victor Lopez. (Vote of 3 to 0)

0441-12-4 Appeal by Krystal Love of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 25)

Speakers: Clare Leung, Municipal Transportation Agency
Krystal Love, Appellant
Raymond Kong, Municipal Transportation Agency

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Krystal Love. (Vote of 3 to 0)

0411-12-4 Appeal by Gary Major of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 26)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Gary Major. (Vote of 3 to 0)
Mr. Major failed to appear.

0426-12-4 Appeal by Cesar Maniego of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 27)

Speakers: Clare Leung, Municipal Transportation Agency
Cesar Maniego, Appellant

Action: Continued to the meeting of December 17, 2012. (Vote of 3 to 0)

0395-12-4 Appeal by Omar Maxwell of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 28)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Omar Maxwell. (Vote of 3 to 0)
Mr. Maxwell failed to appear.

0421-12-4 Appeal by James Maza of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 29)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by James Maza. (Vote of 3 to 0)
Mr. Maza failed to appear.

0396-12-4 Appeal by Alfred McDonough of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 30)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Alfred McDonough.
(Vote of 3 to 0) Mr. McDonough failed to appear.

0429-12-4 Appeal by Gilbert Meuniot of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 31)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Gilbert Meuniot. (Vote of 3 to 0)
Mr. Meuniot failed to appear.

0389-12-4 Appeal by Louis Monges of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 32)

Speakers: Clare Leung, Municipal Transportation Agency
Louis Monges, Appellant

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Louis Monges. (Vote of 3 to 0)

0399-12-4 Appeal by Lorenzo Parham of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 33)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Lorenzo Parham. (Vote of 3 to 0)
Mr. Parham failed to appear.

0419-12-4 Appeal by Tony Phui of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 34)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Tony Phui. (Vote of 3 to 0)
Mr. Phui failed to appear.

0413-12-4 Appeal by Ulysses Powell of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 35)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Ulysses Powell. (Vote of 3 to 0)
Mr. Powell failed to appear.

0427-12-4 Appeal by Ignacio Reyes of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 36)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Ignacio Reyes. (Vote of 3 to 0)
Mr. Reyes failed to appear.

0398-12-4 Appeal by Victor Reynolds of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 37)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Victor Reynolds. (Vote of 3 to 0)
Mr. Reynolds failed to appear.

0440-12-4 Appeal by Natalie Sanchez of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 38)

Speakers: Clare Leung, Municipal Transportation Agency
Natalie Sanchez, Appellant

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Natalie Sanchez. (Vote of 3 to 0)

0392-12-4 Appeal by Diane Shepard of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 39)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Diane Shepard. (Vote of 3 to 0)
Ms. Shepard failed to appear.

0400-12-4 Appeal by Alla Swenson of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 40)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Alla Swenson. (Vote of 3 to 0)
Ms. Swenson failed to appear.

0437-12-4 Appeal by Darling Thomas of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 41)

Speakers: Clare Leung, Municipal Transportation Agency
Darling Thomas, Appellant

Action: Continued to the meeting of December 17, 2012. (Vote of 3 to 0)

0430-12-4 Appeal by John Verrinder of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 42)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by John Verrinder. (Vote of 3 to 0) Mr. Verrinder failed to appear.

0431-12-4 Appeal by Tamika Williams of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 43)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Tamika Williams. (Vote of 3 to 0) Ms. Williams failed to appear.

0410-12-4 Appeal by Myint Wong of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 44)

Speakers: Clare Leung, Municipal Transportation Agency
Myint Wong, Appellant
Raymond Kong, Municipal Transportation Agency

Action: Continued to the meeting of December 17, 2012. (Vote of 3 to 0)

0402-12-4 Appeal by Christina Wong-Zulueta of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 45)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Christina Wong-Zulueta. (Vote of 3 to 0) Ms. Wong-Zulueta failed to appear.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 46)

Commissioner Jung requested that the meeting be adjourned in memory of Therese Burke.

ADJOURNMENT (Item No. 47)

4:43 p.m.

Adjourned in memory of Therese Burke, former Public Utilities Commission employee.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
December 17, 2012

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2:00 p.m.

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

PUBLIC NOTICE:

The Commission will hold its holiday luncheon on Wednesday, December 19, 2012 at 12:00 noon at the Boxing Room (located at 399 Grove Street). No Commission business will be discussed or actions taken. Members of the public may attend solely to hear and observe the luncheon.

For more information, please contact the Commission's Executive Officer.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

DEPUTY CITY ATTORNEY'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of December 17, 2012

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 17, 2012
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 3, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

DEPUTY CITY ATTORNEY'S REPORT

(7) Briefing on the Guidelines for Civil Service Commission Proceedings Involving Peace Officers or Peace Officer Personnel Records. – Discussion Item

RATIFICATION AGENDA

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**(8) Review of request for approval of proposed personal services contracts.
(File No. 0483-12-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-12/13	Mayor's Office of Housing	\$300,000	Consultant will audit borrowers SSLP repayments files; transfer historical data and other tasks regarding loans; generate loan payment materials; process all SSLP loan repayments status; process loan pay-offs; monitor property tax delinquencies and insurance cancellations; send year end statements to SSLP borrowers and prepare audit reports as requested.	Regular	06/30/18
4053-12/13	Municipal Transportation Agency	\$2,000,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants of the Peer Assistance Program (PAP). The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries of fatalities; crisis support and counseling for assaults and threats. In addition, the program will also provide As-Needed Conflict Resolution in a team. The program is designed to assist in the identification and resolution of productivity, problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.	Regular	01/31/17
4054-12/13	Juvenile Court	\$250,000	A consultant will provide specifications and drawings of Juvenile Hall in order for the Juvenile Probation Department (JPD) to bid out a construction project for camera installation.	Regular	05/12/13

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(9) Department of Human Resources' Future Employment Restrictions Report – January through June 2012. (File No. 0484-12-1) – Action Item

Recommendation: Accept the report.

REGULAR AGENDA

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(10) Appeal by Connie Fitzgerald of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0428-12-4) – Action Item

December 3, 2012: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Connie Fitzgerald. (Vote of 2 to 1; Commissioner Jung dissents.) Continue to the meeting of December 17, 2012. (Three (3) votes are needed for Commission action.)

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Resolved administratively.

(11) Appeal by Cesar Maniego of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0426-12-4) – Action Item

December 3, 2012: Continued to the meeting of December 17, 2012.

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Resolved administratively.

(12) Appeal by Darling Thomas of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0437-12-4) – Action Item

December 3, 2012: Continued to the meeting of December 17, 2012.

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Resolved administratively.

- (13) **Appeal by Myint Wong of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0410-12-4) – Action Item**

December 3, 2012: Continued to the meeting of December 17, 2012.

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Resolved administratively.

- (14) **Appeal by Kit Yan Ma of the rejection of her application for the 1241 Personnel Analyst examination. (File No. 0444-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Kit Yan Ma.

- (15) **Appeal by Madelaine Rodriguez of the rejection of her application for the 1241 Personnel Analyst examination. (File No. 0445-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Madelaine Rodriguez.

- (16) **Appeal by Marie G. Schumacher of the rejection of her application for the 1241 Personnel Analyst examination. (File No. 0394-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Marie G. Schumacher.

- (17) **Appeal by Karla Gottschalk of the Human Resources Director's decision of insufficient evidence to support a charge of disparate treatment in her discrimination complaint. (File No. 0195-11-6) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Human Resources Director; Deny the appeal by Karla Gottschalk.

- (18) **Fiscal Years 2013-14 and 2014-15 Mayor's Budget Instructions and Department Budget Preparation Schedule. (File No. 0485-12-1)**

Recommendation: Direct Commission staff to: prepare Fiscal Years 2013-14 and 2014-15 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission meeting of January 7, 2013; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2013-14 and 2014-15 Budget Request to the Controller and the Office of the Mayor by February 21, 2013.

- (20) **Civil Service Commission's Draft Fiscal Year 2012-2013 Goals and Objectives. (File No. 0481-12-1) – Action Item**

Recommendation: Accept the report; Approve the Civil Service Commission's Fiscal Year 2012-2013 Goals and Objectives.

- (21) **Civil Service Commission's Annual Planning Calendar of Required Reports.**
(File No. 0482-12-1) - Action Item

Recommendation: Accept the report; Approve the Civil Service Commission's Annual Planning Calendar of Required Reports.

- (22) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (23) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AMENDED

A G E N D A

Regular Meeting
December 17, 2012

GOVERNMENT
DOCUMENTS DEPT

DEC 13 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

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PUBLIC NOTICE:

The Commission will hold its holiday luncheon on Wednesday, December 19, 2012 at 12:00 noon at the Boxing Room (located at 399 Grove Street). No Commission business will be discussed or actions taken. Members of the public may attend solely to hear and observe the luncheon.

For more information, please contact the Commission's Executive Officer.

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

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(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 3, 2012

Recommendation: Adopt.

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Announcement of changes to agenda

Other announcements

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(6) EXECUTIVE OFFICER'S REPORT

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REGULAR AGENDA

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December 3, 2012: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Connie Fitzgerald. (Vote of 2 to 1; Commissioner Jung dissents.) Continue to the meeting of December 17, 2012. (Three (3) votes are needed for Commission action.)

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Resolved administratively.

(11) Appeal by Cesar Maniego of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0426-12-4) – Action Item

December 3, 2012: Continued to the meeting of December 17, 2012.

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Resolved administratively.

(12) Appeal by Darling Thomas of the rejection of his application for the 8214 Parking Control Officer examination. (File No. 0437-12-4) – Action Item

December 3, 2012: Continued to the meeting of December 17, 2012.

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Resolved administratively.

- (13) **Appeal by Myint Wong of the rejection of her application for the 8214 Parking Control Officer examination. (File No. 0410-12-4) – Action Item**

December 3, 2012: Continued to the meeting of December 17, 2012.

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Resolved administratively.

- (14) **Appeal by Kit Yan Ma of the rejection of her application for the 1241 Personnel Analyst examination. (File No. 0444-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Kit Yan Ma.

- (15) **Appeal by Madelaine Rodriguez of the rejection of her application for the 1241 Personnel Analyst examination. (File No. 0445-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Madelaine Rodriguez.

- (16) **Appeal by Marie G. Schumacher of the rejection of her application for the 1241 Personnel Analyst examination. (File No. 0394-12-4) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Director of Transportation; Deny the appeal by Marie G. Schumacher.

- (17) **Appeal by Karla Gottschalk of the Human Resources Director's decision of insufficient evidence to support a charge of disparate treatment in her discrimination complaint. (File No. 0195-11-6) – Action Item**

Recommendation: Accept the report. Sustain the decision of the Human Resources Director; Deny the appeal by Karla Gottschalk.

- (18) **Fiscal Years 2013-14 and 2014-15 Mayor's Budget Instructions and Department Budget Preparation Schedule. (File No. 0485-12-1)**

Recommendation: Direct Commission staff to: prepare Fiscal Years 2013-14 and 2014-15 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission meeting of January 7, 2013; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2013-14 and 2014-15 Budget Request to the Controller and the Office of the Mayor by February 21, 2013.

- (19) **Civil Service Commission's Draft Fiscal Year 2012-2013 Goals and Objectives. (File No. 0481-12-1) – Action Item**

Recommendation: Accept the report; Approve the Civil Service Commission's Fiscal Year 2012-2013 Goals and Objectives.

- (20) **Civil Service Commission's Annual Planning Calendar of Required Reports.**
(File No. 0482-12-1) - Action Item

Recommendation: Accept the report; Approve the Civil Service Commission's Annual Planning Calendar of Required Reports.

- (21) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (22) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting December 17, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GOVERNMENT
DOCUMENTS DEPT

DEC 20 2012

CALL TO ORDER AND ROLL CALL

SAN FRANCISCO
PUBLIC LIBRARY

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 3, 2012

Action: Adopted. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

EXECUTIVE OFFICER'S REPORT (Item No. 6)

DEPUTY CITY ATTORNEY'S REPORT (Item No. 7)**Briefing on the Guidelines for Civil Service Commission Proceedings Involving Peace Officers or Peace Officer Personnel Records.**

Speakers: Sallie Gibson, Deputy City Attorney
Alice Villagomez, San Francisco Police Department

**0483-12-8 Review of request for approval of proposed personal services contracts.
(Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-12/13	Mayor's Office of Housing	\$300,000	Consultant will audit borrowers SSLP repayments files; transfer historical data and other tasks regarding loans; generate loan payment materials; process all SSLP loan repayments status; process loan pay-offs; monitor property tax delinquencies and insurance cancellations; send year end statements to SSLP borrowers and prepare audit reports as requested.	Regular	06/30/18
4053-12/13	Municipal Transportation Agency	\$2,000,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants of the Peer Assistance Program (PAP). The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries of fatalities; crisis support and counseling for assaults and threats. In addition, the program will also provide As-Needed Conflict Resolution in a team. The program is designed to assist in the identification and resolution of productivity, problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.	Regular	01/31/17
4054-12/13 <i>Withdrawn</i>	Juvenile Court	\$250,000	A consultant will provide specifications and drawings of Juvenile Hall in order for the Juvenile Probation Department (JPD) to bid out a construction project for camera installation.	Regular	05/12/13

Speakers: Donald Ellison, Municipal Transportation Agency spoke on PSC #4053-12/13.

- Action:**
- 1) Adopt the report; Approved the request by Juvenile Court to withdraw PSC #4054-12/13. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
 - 2) Adopted the report; Approved the request for PSC #s 4052-12/13 and 4053-12/13. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0484-12-1 Department of Human Resources' Future Employment Restrictions Report – January through June 2012. (Item No. 9)

Speakers: Donna Kotake, Department of Human Resources

Action: Accepted the report. Directed the Executive Officer to conduct an Inspection Service on the future employment restrictions rescinded by the San Francisco International Airport. (Vote of 3 to 0)

0428-12-4 Appeal by Connie Fitzgerald of the rejection of her application for the 8214 Parking Control Officer examination. (Item No. 10)

December 3, 2012: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Connie Fitzgerald. (Vote of 2 to 1; Commissioner Jung dissents.) Continue to the meeting of December 17, 2012. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Resolved administratively. (Vote of 3 to 0)

0426-12-4 Appeal by Cesar Maniego of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 11) – Action Item

December 3, 2012: Continued to the meeting of December 17, 2012.

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Resolved administratively. (Vote of 3 to 0)

0437-12-4 Appeal by Darling Thomas of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 12)

December 3, 2012: Continued to the meeting of December 17, 2012.

Speakers: None.

Recommendation: Accepted the report. Sustained the decision of the Director of Transportation; Resolved administratively. (Vote of 3 to 0)

0410-12-4 Appeal by Myint Wong of the rejection of his application for the 8214 Parking Control Officer examination. (Item No. 13)

December 3, 2012: Continued to the meeting of December 17, 2012.

Speakers: None.

Action: Accepted the report. Sustained the decision of the Director of Transportation; Resolved administratively. (Vote of 3 to 0)

0444-12-4 Appeal by Kit Yan Ma of the rejection of her application for the 1241 Personnel Analyst examination. (Item No. 14)

Speakers: Regina Tharayil, Municipal Transportation Agency
Kit Yan Ma, Appellant
Shari Zinn, SEIU Local 1021

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Kit Yan Ma.
(Vote of 3 to 0)

0445-12-4 Appeal by Madelaine Rodriguez of the rejection of her application for the 1241 Personnel Analyst examination. (Item No. 15)

Speakers: Madelaine Rodriguiz, Appellant

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Madelaine Rodriguiz.
(Vote of 3 to 0)

0394-12-4 Appeal by Marie G. Schumacher of the rejection of her application for the 1241 Personnel Analyst examination. (Item No. 16)

Speakers: Marie G. Schumacher, Appellant

Action: Accepted the report. Sustained the decision of the Director of Transportation; Denied the appeal by Marie G. Schumacher.
(Vote of 3 to 0)

0195-11-6 Appeal by Karla Gottschalk of the Human Resources Director's decision of insufficient evidence to support a charge of disparate treatment in her discrimination complaint. (Item No. 17)

Speakers: None.

Action: Off calendar. The Executive Officer to seek advice from the City Attorney on the time frame for court filings. (Vote of 3 to 0)

0485-12-1 Fiscal Years 2013-14 and 2014-15 Mayor's Budget Instructions and Department Budget Preparation Schedule. (Item No. 18)

Speakers: Sandra Eng, Assistant Executive Officer

Action: Directed Commission staff to: prepare Fiscal Years 2013-14 and 2014-15 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission meeting of January 7, 2013; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2013-14 and 2014-15 Budget Request to the Controller and the Office of the Mayor by February 21, 2013. (Vote of 3 to 0)

0481-12-1 Civil Service Commission's Draft Fiscal Year 2012-2013 Goals and Objectives. (Item No. 19)

Speakers: Jennifer Johnston, Executive Officer

Action: Accepted the report; Approved the Civil Service Commission's Fiscal Year 2012-2013 Goals and Objectives. (Vote of 3 to 0)

0482-12-1 Civil Service Commission's Annual Planning Calendar of Required Reports. (Item No. 20)

Speakers: Jennifer Johnston, Executive Officer
Linda Simon, Department of Human Resources

Action: Accepted the report; Approved the Civil Service Commission's Annual Planning Calendar of Required Reports as amended. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 21)

President Favetti requested the Executive Officer to speak with the Municipal Transportation Agency (MTA) regarding the absence copies of Municipal Transportation Agency MOU's on their website. Also, President Favetti requested the Executive Officer to establish a bridge between the Civil Service Commission and the Municipal Transportation Agency to ensure that the MTA does not by-pass the Commission's authority during upcoming contract negotiations.

President Favetti requested that departments include with their request for PSC approval to the Commission copies of any applicable legal or policy mandates.

ADJOURNMENT (Item No. 22)

3:52 p.m.

